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## **Municipal Council Meeting Agenda**

**January 10, 2023 – 9:00 a.m.**

**MODL Council Chambers – 10 Allée Champlain Drive, Cookville**

**Via Video/Audio Conferencing**

- 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 – December 13, 2022**
- 6. Business Arising from Minutes**
- 7. Awarding of Tenders/RFPs - Nil**
- 8. Presentations/Scheduled Times**
- 8.1 Co-Developing Sustainable Lyme Disease Intervention Strategies  
Camille Guillot, Research Assistant, Jean-Philippe Rocheleau, DMV, PhD, Associate Professor, University of Montreal, and Pamela Scott-Crace, Citizen Researcher, Lyme Disease Network .....9:15 a.m. 1-10
- 9. Consideration of Correspondence**
- 9.1 Correspondence from Anti Racism Task Force..... 11
- 10. Recommendations from Committees & Boards - Nil**
- 11. Staff Reports**
- 11.1 Administration**
- 11.1.1 Representation at Federation of Canadian Municipalities 2023 Conference..... 12-13
- 11.1.2 Lunenburg County Regional Anti-Racism Work ..... 14-15
- 11.2 Recreation, Parks & Tourism**
- 11.2.1 Amendments to Policy 058 Fees ..... 16-26
- 11.2.2 Repeal & Replace Policy 043 Community Grants Program/Sponsorship Request . 27-115
- 11.2.3 Sponsorship Ad Grant – Bridgewater Curling Club..... 116-118

**11.3 Economic Development**

11.3.1 Lunenburg Queens BRE Report ..... 119-138

**11.4 Planning & Development**

11.4.1 Transfer of Provincial Flood Risk Funds..... 139

11.4.2 Amendment Application to Blockhouse Planning Document ..... 140-150

**12. Mayor's/Deputy Mayor's/Councillors' Matters**

12.1 Deputy Mayor's Update

12.2 Mayor's Update

**13. Added Items**

**14. In Camera**

14.1 Legal Advice re Development on Second Peninsula under Section 22(2)(g) of the MGA

14.2 Litigation Matter re Straight Pipes Program under Section 22(2)(f) of the MGA

14.3 Potential Litigation re Private Roads under Section 22(2)(f) of the MGA

**15. Adjournment**

Council

Item: #8.1

Date: January 10, 2023

Authorization: T. MacEwan

# Co-Developing Sustainable Lyme Disease Intervention Strategies

Camille Guillot, Research Assistant, Université de Montréal

Dr Jean-Philippe Rocheleau, DMV PhD

# Today's Plan

- Lyme disease
- Public health interventions
- Project plan
- Outcomes
- Role of the municipal representatives
- Questions/Discussion

# Lyme Disease

Early stages

If untreated, early stages can develop into late stages

Late stages



# Public Health Interventions



# Project Plan

1

Identify interventions to reduce the risk of Lyme disease

2

Identify municipal partners

3

Share science and experience among local partners and researchers

# Outcomes

1

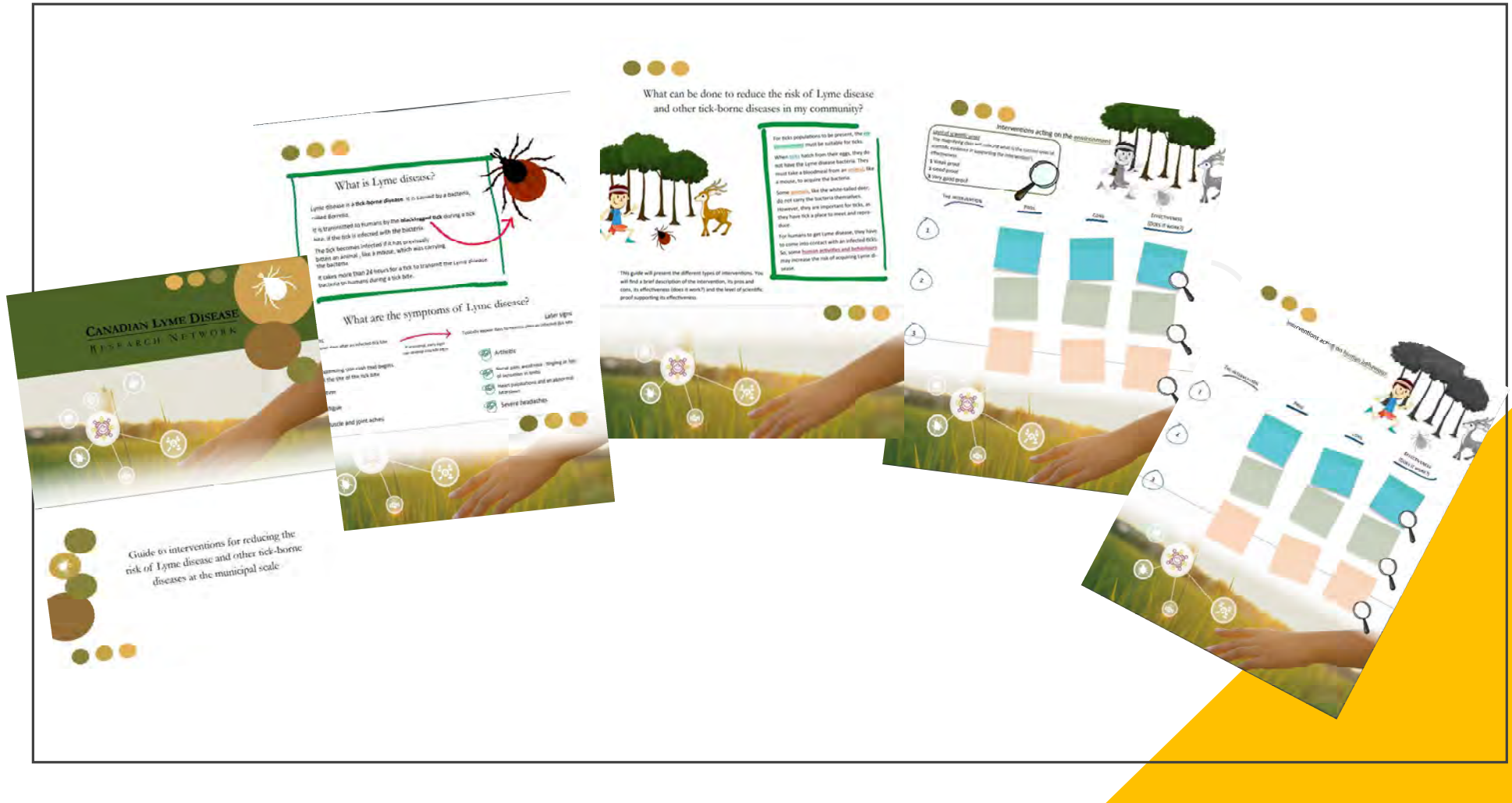
Science-based selection of intervention strategies for LD risk reduction

2

Increasing Lyme disease awareness and building intersectoral partnerships

3

Creation of a toolbox that contains the various interventions Lyme prevention



# Role of Municipal Partner Reps

- Identify relevant stakeholder groups with the input of the research team
- Attend workshops
- Represent views of municipality

# Next Steps

- Co-write a funding application for implementing and evaluating context-adapted prevention strategies

# Thanks for Listening !

For any questions :  
[Camille.guillot@umontreal.ca](mailto:Camille.guillot@umontreal.ca)

Anti-Racism Task Force  
Bridgewater, NS  
December 20, 2022



Dear Mayor and Council

The Anti Racism Task Force (ARTF) in Bridgewater has been working with the other Municipalities in Lunenburg County to regionalize the scope and power of Anti Racism on the South Shore. The Town of Lunenburg has graciously provided the use of independent consultants to help move this process forward. These consultants have created a very detailed Terms of Reference for this regionalized approach. At the last meeting they presented their work, and it became very clear that not all players at the table were as informed about the process or the goals. Those of us from the ARTF who were on the meeting were very disheartened by this, we had understood that the process was ready to be implemented and that a Coordinator was about to be hired to fully begin the work. This was not the impression that we were left with after the meeting.

We are writing to ask for your assistance in getting this work started in our County. We understand that getting several councils to work together can be tricky and that it involves many procedures and processes. However, this work is extremely important, and it can't be stalled out by procedures and political differences. The fact that many of these processes were originally created to hold back this work makes it even more imperative that we do all we can to help move it forward.

You have power to make sure that the process is moving forward and that the Coordinator position is advertised and a great candidate is hired. We are here to assist you in any way that you need, we have been in a holding pattern as we wait for the regionalization and coordinator hiring to occur. But we feel that we can no longer continue to hold. As we saw with the incident on Halloween racism is here on the South Shore, that can't be denied. We are asking that you act to make our region better; more welcoming and safer for all.

We know the desire for change and continued anti racism work is a priority for your community and our county. It is time we lead by example and with our actions. Please help us push for the hiring of the Anti Racism Coordinator as soon as possible (as approved in your budgets for this fiscal year) so that this work can move forward.

Sincerely

The Anti Racism Task Force



## Memorandum

**To: Municipal Council**  
**From: April Whynot-Lohnes, Municipal Clerk**  
**Date: January 10, 2023**  
**Re: Attendance at FCM Annual Conference 2023**

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Each member of Council has the opportunity to attend one annual FCM conference during their term. In November 2020, the Mayor drew names, in front of a witness, and assigned each Councillor to one of the FCM conferences.

The attendees for the 2023 FCM conference in Toronto, Ontario on May 25-28, 2023 are Councillors Oickle, Greek, and Veinotte. The following motion is required to approve the attendance of these three council members:

**“that Municipal Council approve the following Council members to attend the 2023 FCM Conference in Toronto, Ontario from May 25 – 28, 2023:**

- **Councillor Wendy Oickle**
- **Councillor Michelle Greek**
- **Councillor Chasidy Veinotte”.**

A handwritten signature in blue ink that reads "April Whynot-Lohnes".

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April Whynot-Lohnes



## Municipality of the District of Lunenburg

10 Allée Champlain Drive, Cookville, Nova Scotia, Canada, B4V 9E4

### Administration

Phone: 902.543.8181 Fax: 902.543.7123 Web Site: [www.modl.ca](http://www.modl.ca)

TO: Municipal Council  
FROM: Sherry Conrad, Municipal Clerk  
DATE: November 25, 2020  
RE: Attendance at FCM Annual Conferences

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Council has authorized that each member of Council gets to go to one Annual FCM Conference during their term. The Mayor and CAO are automatically assigned to attend. The conference locations for the next four years have been set. The Mayor takes the location list and then, in front of a witness, draws names to assign Councillors to the FCM Conferences.

The draw was done and following is the list for the 2020 – 2024 Council term:

June 3 – 6, 2021	Montreal - Virtual or In person to be determined. Haysom, Statton & DeLong
June 2 – 5, 2022	Regina Hubley, Whynot, Moore
June 1 – 4, 2023	Toronto Oickle, Greek, Veinotte
June 6 – 9, 2024	Calgary Bell

**Note: 2023 date is May 25-28.**

If the Montreal conference ends up being a virtual meeting, all Councillors can attend. Those Councillors assigned to attend that conference in person will be reassigned to attend the conference in Calgary from June 6 – 9, 2024.

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Sherry Conrad

/sac

**Council**  
Item: #11.1.2  
Date: January 10, 2023  
Authorization: T. MacEwan



## **Municipality of the District of Lunenburg**

### **Report to Council**

**Report To:** Municipal Council  
**Submitted By:** Sarah Kucharski, Manager, Corporate Services & Communications  
**Date:** January 10, 2023  
**Re:** Information item - Lunenburg County Regional Anti-Racism Work

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#### **Background**

Spurred by a request from the Town of Bridgewater's Anti-Racism Committee, the municipalities in Lunenburg County have been holding conversations over the past year to explore what a regional anti-racism approach could look like.

The Town of Lunenburg have funded consultants from Infinitus Academy Inc., The Indigenous Guide, and Lightship Strategies, who presented to the Mayors, Warden and CAOs last January. At that meeting, the group discussed the hiring of a regional Coordinator, the preparation of a draft Terms of Reference for a potential regional committee, and a proposed budget for the hiring of a regional Coordinator.

Since that initial meeting, the consultants worked with staff, CAOs, and public members of the various individual municipal committees to understand any anti-racism work that had already been started or completed, what capacity to commit exists in each municipal unit and the community, and to share best practices. A draft Terms of Reference and proposed budget was developed, circulated, and revised throughout the year.

#### **Upcoming Council Discussion on Regional Cooperation Model**

The draft Terms of Reference and proposed budget are nearing completion, and will be presented to the Mayors, Warden and CAOs this month. In Addition, Introductory to Anti-Racism, Cultural Literacy and Cultural Competence training will be held for all Council members and senior staff. Following this training, all five Councils will receive the draft Terms of Reference and proposed budget for discussion and adoption.

### **Pending Provincial Requirements**

Nova Scotia recently adopted the *Dismantling Racism and Hate Act*. This Act, developed by an all-party committee following extensive engagement with Nova Scotians, outlines the provincial government’s approach to addressing systemic racism, hate and inequity and commits to developing a provincial strategy and a health equity framework by July 2023. Communication from provincial staff have indicated that municipalities will be required to develop their own anti-racism strategies, as per point 9 in the Act, which states, “All prescribed public bodies shall create a plan to address systemic hate, inequity and racism with the form and content and by the date prescribed.” Participating in a regional committee would bring the Lunenburg County municipalities into compliance with anticipated upcoming regulations derived from the Act.

### **Conclusion**

Local committees and individual municipalities have been working on efforts to address discrimination and racism. As with Accessibility Legislation, it is expected that province will require anti-racism plans and action from municipalities. The regional model has proven effective; a regional anti-racism plan and committee would pool resources to provide best value for money and develop a strong regional response to this important issue.

<b>Report Preparation</b>	
<b>Department</b>	Administration
<b>Report Prepared by</b>	Sarah Kucharski, Manager, Corporate Services & Communications
<b>Report Approved by</b>	
<b>Date Reviewed by C.A.O.</b>	

**Council**  
Item: #11.2.1  
Date: January 10, 2023  
Authorization: T. MacEwan



## Municipality of the District of Lunenburg

### Report to Council

**Report To:** Mayor and Municipal Council Members  
**Submitted By:** Trudy Payne, Director of Recreation, Parks & Recreation  
**Date:** January 10, 2023  
**Re:** Amendment to Policy 058 Fees

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Municipal Council, in session on December 13, 2022, approved the recommendation from the Sawpit Wharf Advisory Committee to amend the Fees policy adding the floating dock permit fee at Sawpit Wharf of \$125.

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 was provided at the December 13, 2022, Council meeting, with the intent of approving the proposed amendment at the January 10, 2023, Council meeting. The following motion was made at the December 13, 2022, Council meeting:

*"That Municipal Council approve the recommendation from the Sawpit Wharf Advisory Committee, to amend Policy 058 Fees, by adding floating dock permit fee of \$125.00 and hereby gives seven (7) days' notice of Council's intention to approve the proposed amendment at the January 10, 2023, Council meeting."*

Attached is a copy of the Policy with the proposed amendments.

If Council approves of the attached Policy amendments, the following motion would be necessary.

**"That Municipal Council approve the proposed amendments to Policy 058 Fees, as presented by staff".**

/TP  
Attachment

# Municipality of the District of Lunenburg

Policy Details	
<b>Name</b>	Fees Policy
<b>Number</b>	058
<b>Legislative Authority</b>	Municipal Government Act, subsections 48(3), 132(2), 150(2), 206(4), clauses 49(1)(c), 211(1)(b), and subclause 172(2)(e)(i), Private Roads By-law, Section 12
<b>Effective Date</b>	January 11, 2011

### Title

1 This Policy is titled the Fees Policy.

### Administration

2 This Policy must be referenced in related By-laws concerning the service identified.

### Purpose

3 The Municipality must provide clarity to citizens as to the various fees it charges on the various government services.

### Fees

- 4 (1) The fees for Planning and Development Services are as set out in Table 1.
- (2) The fees for Recreation Services are as set out in Table 2.
- (3) The fees for Administration and Finance Services are as set out in Table 3.
- (4) The fees for Engineering Services are as set out in Table 4.

### Exempted Organizations

5 Active non-profit organizations registered under the **Societies Act** are exempt from paying those fees identified under subsection 4(1) of this Policy, with the exception of the Private Road Maintenance & Improvement Administration Fee Rate.

**Table 1 Planning and Development Services Fees**

<b>Services</b>	<b>Fees</b>
Amendments to a Planning Strategy or a Land Use By-law	\$525.00 + advertising fee
Development Agreement	\$525.00 + advertising fee
Development Permit	\$26.00
Fire Inspection	\$210.00
Map Book	\$25.00
Map Reproduction	\$11.00 + \$0.55 per square foot
Planning documents	\$11.00
Private Road Maintenance & Improvement Administration Fee Rate	5% of the total expenditures in the annual private road budget
Property Record Certificate	\$58.00
Subdivision, Final Plan (+ each lot after 2 lots)	\$105.00 + \$26.00
Variance	\$79.00
Zoning Certificate	\$53.00

**Table 2 Recreation Services Fees**

<b>Services</b>	<b>Fees</b>
Ballfields	\$21.00 per hour + HST
Ballfield League	\$19.00 per hour + HST
MARC Rental	\$11.00 per hour + HST
Sawpit Floating Docks	\$125.00/season

**Table 3 Administration and Finance Services Fees**

<b>Services</b>	<b>Fees</b>
Dog Tag - Replacement	\$1.00
NSF Cheques	\$15.00
Tax Certificate	\$42.00
Tax Sale Administration Fee	\$160.00
Verbal Tax Information	\$11.00

**Table 4 Engineering Services Fees**

<b>Services</b>	<b>Fees</b>
Electric Vehicle Charging Station	\$1.05 per hour
Sewer Permit	\$120.00

Policy Adoption	
<b>Date of Original Passage</b>	January 11, 2011
<b>Date of Notice of Intent to Amend/Repeal</b>	December 13, 2022
<b>Date of Council Approval</b>	January 10, 2023 (tentative)
<b>Effective Date (if different from Approval Date)</b>	January 10, 2023 (tentative)
<b>I certify that this Policy 058 Fees was adopted by Municipal Council as indicated above.</b>	
<b>Signature of Municipal Clerk</b>	<b>Date</b>

Version	Amendment Description	Approval Date
<b>Original V1</b>	Policy 058 fees	January 11, 2011
<b>V2</b>	Fees for development related applications – planning areas	May 10, 2011
<b>V3</b>	Allows for all fees, except those included in other by-laws in one policy, and fee increases	February 12, 2019
	Effective date for V3	April 1, 2019
<b>V4</b>	Clarity that the 5% administrative fee for Private Road Maintenance & Improvement Charge is not exempted	February 25, 2020
<b>V5</b>	Housekeeping, addition of fee for Electric Vehicle Charger Charging Station	September 14, 2021
<b>V6</b>	CPI fees increase of 6% to all fees except EV, remove dog tags, MARC housings, and fax/photocopying	February 8, 2022
	Effective date of V6	April 1, 2022
<b>V7</b>	Add Sawpit Floating Dock fees to Table 2, Recreation	January 10, 2023

**Council**  
Item: #10.3.1  
Date: December 13, 2022  
Authorization: T. MacEwan



## Municipality of the District of Lunenburg

### Report to Council

**Report To:** Municipality of the District of Lunenburg Council  
**Submitted By:** Trudy Payne, Director of Recreation, Parks & Tourism  
**Date:** December 13, 2022  
**Re:** Sawpit Wharf Committee Recommendations

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#### **Sawpit Wharf Advisory Committee Recommendations**

At the Sawpit Wharf Advisory Committee meeting held on November 16, 2022, the following two motions were made:

“The Sawpit Wharf Advisory Committee recommends that Council consider removing the fee structure in the Sawpit By-Law.”

“The Sawpit Wharf Advisory Committee recommends to Municipal Council to explore options pertaining to enforcement of the by-law and rules at Sawpit Wharf Park.”

#### **Discussion**

At the meeting held on November 16, 2022, the topic of rental fees for tenders were discussed. The current seasonal rental is \$100. The Committee discussed that this should be raised to \$125. In order to make this change, upon review of the by-law, the by-law would not need to be changed, but the policy referred to as Appendix A would need to be changed. A change of policy requires Council be provided 7 days’ notice. Under section 11.0 of the By-law titled Fees 11.1 states “The Municipality of the District of Lunenburg may from time to time establish and alter such reasonable fees as it may in its sole discretion decide upon for the issuance of permits pursuant to this paragraph.” 11.2 goes on to state “Specified fees are defined by policy as outlined in Schedule A.” By-law and Schedule A are attached.

Staff would recommend that direction be given to staff to change Schedule A which outlines the fee from \$100 to \$125 and that Council be provided seven days’ notice with the intent of adopting the updated Schedule A policy at the January 10, 2023, Council meeting. This change

would be made in time to ensure advertising of the dock rental spaces, that takes place in February, reflects the new rental rate.

The Committee also discussed that they have seen an increase in the number of recreational vehicles (RV's) using the site, particularly the upper parking lot. This does cause havoc for those using the parking lot, especially for those leaving their trailers when they come to use the boat launch. Opening and closing the gate during the boating season was discussed but this would mean those launching their boats would need to be back before the gate closed to get their trailers and the committee felt this would defeat the purpose of enabling trailers to stay at the upper parking lot. During the off season the gate is closed. They are also experiencing people leaving their trucks and boat trailers in the lower parking lot which impedes people's ability to use the boat launch and parking in general. After much discussion the Committee is recommending that Council explore options pertaining to enforcement of the by-law and rules at Sawpit Wharf Park.

It should be noted that Council has a Fees Policy – Policy No. 058. It would be staffs' recommendation that the Sawpit Wharf rental fees eventually get included in this policy as opposed to the Schedule A policy. It is the intent of staff to add to the next Committee agenda a review of the Sawpit Wharf By-law to see if the Committee recommends any changes (especially around camping and RV's). Once all the recommended changes are captured staff would bring this to Council to consider making changes to the by-law which would require a first and second reading and provide public opportunity for input.

### **Staff Recommendations**

Staff recommend that direction be given to staff to change Schedule A which outlines the fee from \$100 to \$125 and that Council be provided seven days' notice with the intent of adopting the updated Schedule A policy at the January 10, 2023, Council meeting. This change would be made in time to ensure advertising of the dock rental spaces, that takes place in February, reflects the new rental rate.

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

**MUNICIPALITY OF THE DISTRICT OF LUNENBURG**  
A By-law Respecting  
**SAW PIT WHARF**

First Reading: June 24, 2014  
Second Reading: July 22, 2014

**WHEREAS** it is the intention of the Municipality of the District of Lunenburg, by this By-Law, to regulate and control the use of the Saw Pit Wharf, so called, located at, Garden Lots in the County of Lunenburg and the Province of Nova Scotia, and all lands owned or managed by the said Municipality of the District of Lunenburg contiguous thereto;

**AND WHEREAS** pursuant to an agreement between the Municipality of the District of Lunenburg and the Federal Department of Fisheries and Oceans the wharf will be made available as a fishing harbour to any commercial fisher wishing to use the wharf as his/her home port until December 17, 2006.

**AND WHEREAS** it is intended that the wharf will be used primarily, for "day use only" except for such portion of the wharf, if any, as may from time to time be designated by the Municipality of the District of Lunenburg, as being available for overnight or longer term use.

**1.0 Short title**

This By-law shall be known as a By-law Respecting Saw Pit Wharf and may be cited as "Saw Pit Wharf By-Law."

**2.0 Definitions**

In this By-Law unless the context otherwise indicate:

- 2.1 **"Agreement"** means the agreement dated July 10, 2001 between the Federal Department of Fisheries and Oceans and the Municipality of the District of Lunenburg respecting the operation and management of the Wharf by the Municipality of the District of Lunenburg.
- 2.2 **"C.A.O."** means Chief Administrative Officer of the Municipality of the District of Lunenburg.
- 2.3 **"Commercial Operator"** means a person(s) who operates a commercial endeavour with a permit issued under the Municipality's Vendor in Municipal Parks By-Law.
- 2.4 **"Municipality"** means the Municipality of the District of Lunenburg.
- 2.5 **"Municipal Staff"** means the C.A.O. of the Municipality or a person appointed in writing by the C.A.O. to act on the C.A.O.'s behalf for the purposes of this By-Law.

- 2.6 **“Owner”** means the owner of a vessel and includes any person or persons who has possession of, care of or control of the vessel or any part or parts thereof, and, if any such person is a minor, includes a person having custody of the minor.
- 2.7 **“Peace Officer”** means a police officer, police constable, or other person employed for the preservation and maintenance of the public peace.
- 2.8 **“Saw Pit Wharf”** includes:
  - i. the wharf, land and water lot lease granted to the Municipality of the District of Lunenburg and more particularly described in a Lease recorded at the Bridgewater Registry of Deeds in Book 821, Pages 28 to 30;
  - ii. two lots of land conveyed from the Town of Lunenburg to the Municipality of the District of Lunenburg more particularly described in a deed recorded at the said Registry of Deeds in Book 773, at Page 62 to 69; and,
  - iii. any other lands subsequently purchased, leased or managed by the Municipality of the District of Lunenburg and contiguous with the property or lands set out in clause h(i), h(ii) or h(iii) above.
- 2.9 **“Vessel”** means any boat, ship, punt or tender or vessel of any kind and includes all equipment, tools and accessories used or normally used in conjunction therewith, whether or not such equipment tools or accessories are attached to a vessel or located on or in a vessel.
- 2.10 **“Punt or tender”** specifically means any vessel that is 12 feet or under in length.
- 2.11 **“Day Use”** means using the Saw Pit Wharf facility between the hours of 6 a.m. and 11 p.m. Vessels can be unaccompanied during day use hours.
- 2.12 **“Wharf Structure”** means the permanent wooden structure

**3.0 Administration**

The C.A.O and the Municipal Staff will be responsible for the enforcement of this By-Law.

**4.0 Vessels at Wharf**

- 4.1 A vessel can be left at the wharf structure itself for 24 hours as long as it is accompanied by the owner.
- 4.2 After 24 hours the vessel shall be “moved off” the wharf.
- 4.3 If a vessel requires being at the wharf structure itself for more than 24 hours the owner must receive a permit from the Municipality, the length of stay to be at the discretion of the Municipality.

**5.0 Vessel Trailers**

- 5.1 The owner of a vessel trailer must have the trailer attached to a vehicle if leaving overnight; and
- 5.2 must be parked in the upper parking lot; and
- 5.3 must receive a permit from the Municipality if kept overnight for more than seven days.

**6.0 Parking Lot Use**

- 6.1 The lower parking lot is for vehicles only. If vehicles stay beyond 72 hours, the owners must receive a permit from the Municipality. [amended July xx, 2014]
- 6.2 Trailers can only be parked in the lower parking lot for loading/unloading. [amended July xx, 2014]

**7.0 Permits**

- 7.1 Permits issued by the Municipality only allow for the use of such part or parts of the wharf as designated by the Municipality, in its sole discretion and posted to indicate such use; and
- 7.2 such use shall come on a first come first serve basis.

**8.0 Floating Wharf Use**

- 8.1 The Municipality does provide floating wharves for punts and tenders. Those designated for seasonal use are to be used by the seasonal permit holder, with the permit being issued by the Municipality.
- 8.2 The areas along the floating wharves designated for "public use" are to be used by the general public and for day use only.
- 8.3 Overnight stays require a permit from the Municipality.
- 8.4 Only one punt/tender is allowed per designated spot.
- 8.5 Punts and tenders are not permitted to be attached to the rock wall.

**9.0 Commercial Operations**

- 9.1 A commercial operator may apply for a permit to operate a commercial endeavour at the wharf facilities under the Municipality's vendor in municipal parks By-Law.

**10.0 Permit Issuance**

- 10.1 No permit will be issued for any vessel in the water, which is not considered by the Municipality in its sole discretion to be seaworthy.

**11.0 Fees**

- 11.1 The Municipality of the District of Lunenburg may from time to time establish and alter such reasonable fees as it may in its sole discretion decide upon for the issuance of permits pursuant to this paragraph.

11.2 Specified fees are defined by policy as outlined in Schedule A.

**12.0 Penalties**

12.1 The owner of a vessel left at or on the wharf in contravention of the provisions in paragraph 4, 5, 6, 7, 8, 9, 10 or 11 of this By-Law commits an offence and is liable on summary conviction to a fine of One Hundred Dollars (\$100.00) and in default of payment to imprisonment for a period not exceeding seven (7) days.


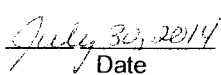
12.2 Every day that an offence pursuant to this paragraph continues shall be considered a new offence.

12.3 In addition to any penalties or charges, which may be imposed by this By-Law against an owner, the C.A.O. or the Municipality Staff may, without notice to or further complaint against the owner;

- i. impound any vessel left at or on the wharf in contravention of the provisions of paragraph 4, 5, 6, 7, 8, or 9 of this By-Law, and remove such vessel at its sole discretion and at the sole expense of the owner; and
- ii. the Municipality of the District of Lunenburg may at its sole discretion sell all or a portion of the vessel to recover all costs incurred by it in impounding and or removing such vessel.

**13.0 Repeal**

13.1 Saw Pit Wharf By-law, as approved by Municipal Council on February 11, 2003, is hereby repealed and replaced with new By-law of May 17, 2013.

<b>Annotation for Official By-law Book</b>		<b>Date of Adoption – May 17/13, Amended Jul. 30/14</b>
Date of First Reading:		<u>June 24, 2014</u>
Date of advertisement of Notice of Intent to Consider:		<u>July 2, 2014</u>
Date of Second Reading:		<u>July 22, 2014</u>
<b>*Date of advertisement of Passage of By-law</b>		<u>July 30, 2014</u>
Date of mailing to Minister a Certified copy of By-law:		<u>July 30, 2014</u>
I certify that this "Saw Pit Wharf By-law" was adopted by Council and published as indicated above.		
 April Whynot-Lohnes, Municipal Clerk		 Date
*Effective Date of the By-law unless otherwise specified in the text of this By-law		

**SCHEDULE "A"**  
**FEEES**

***Floating Dock Permit - \$100.00***

**Council**  
Item: #11.2.2  
Date: January 10, 2023  
Authorization: T. MacEwan



## **Municipality of the District of Lunenburg**

### **Request for Decision**

**Report to:** Municipality of the District of Lunenburg Council

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

**Date:** January 10, 2023

**Re:** Repeal and Replace Policy MDL-43 Community Grants Program/Sponsorship Request

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#### **Recommendation**

**That Municipal Council repeal Policy MDL-43 Community Grants Program/Sponsorship Request dated October 23, 2018 and replace it with the new Policy MODL 043 Community Grants Program/Sponsorship Request, as presented.**

#### **Executive summary**

The grants policy has not been updated since 2018. Many of the amounts that non-profit groups and individuals can apply for have not been changed in many years. As we have witnessed since COVID-19, and continue to see, costs have been and continue to increase to provide services, renovate or build a new facility. Based on this, it was felt that the grants policy should be updated. The revised policy is meant to be more user friendly as it is now in alphabetical order and clearer language is used. Several of the categories, if Council repeals and replaces the policy, will see the amounts groups and individuals are eligible for increased to help our non-profit groups continue to provide valued community services and our elite athletes to continue to succeed at the highest levels.

The updated policy also combines several of the events under one category which makes this category more inclusive as opposed to naming specific events.

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 was provided to all council members through an email sent on December 20, 2022.

## **Discussion**

The grants policy has not been updated since 2018. The discussion for Council is to whether to accept the recommended changes brought forth by staff; to provide direction concerning changes to the proposed document or to decide to not accept the recommendation to repeal and replace the grants policy.

## **Budget implications**

If Council approves the policy the 2023-2024 budget will need to be increased to accommodate the maximum amount for the Major Recreation Capital grant category being increased from \$10,000 to \$15,000. The Major Events (Events Promotion Grant) has \$12,500 in this year's budget. It would be staff's recommendation to increase the budget to \$20,000 as this is the amount applicants are eligible to apply for. Concerning the other grant categories, the current amount budgeted should be sufficient to accommodate request for the 2023-2024 fiscal year.

## **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 the regular part of staff's workplan.

## **Alternatives**

1. To not repeal 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**

The grant policy has not been reviewed and updated since 2018. The proposed updated policy is more user friendly; the events category made more inclusive and the maximum amounts increased to reflect the rising costs we have witnessed these past couple of years.

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

## Municipality of the District of Lunenburg

Policy Details	
<b>Name</b>	Community Grants Program/Sponsorship Request
<b>Number</b>	043
<b>Legislative Authority</b>	MGA 2, 47, 48(3) 65C
<b>Effective Date</b>	June 10, 2008

### Purpose

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

### Authority

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

### Eligibility

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

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

### **Grant Categories**

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

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

### **General Information**

- 5 (1) Municipal Council sets funding limits and annual budget allotments for each grant category.
- (2) Applicants will complete the proper Municipal application form and provide the requested information.
- (3) Application deadlines and expiry periods may apply.
- (4) Funding frequency is limited within each grant category.
- (5) Applicants should show community support, fundraising efforts and efficient use of resources, sound business practices and development of volunteers.
- (6) A financial statement and pertinent document must be filed with the Municipality following completion of the project.
- (7) The Municipality reserves the right to deny any application believed not within its mandate.
- (8) All proposed work must follow Municipal, Provincial and Federal regulations.
- (9) Applicants must agree to recognize the Municipality for its contribution (e.g., banner, public announcement, sign, brochures, programs, advertisements).
- (10) The municipality will publish to the public a list of recipients of grants and the amounts given as stated in Section 65C of the Municipal Government Act.

### **Approval Process**

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

### **Evaluation Criteria**

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

### **Repeal**

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

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

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

## **Schedule A – Annual Operating**

### **Grant Purpose**

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

### **Funding Use**

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

### **Eligible Applicants**

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

### **Ineligible Applicants**

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

### **Application Deadline**

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

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

### **Completion Requirements & Grant Extensions**

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

**Funding Frequency**

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

**Endorsement / Special Conditions**

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

**Funding Amount Limit**

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

**Approval Process and Procedures**

- 10 a) Applications require Council's approval.  
b) If approved, 75% of the approved amount will be released (usually by June 30<sup>th</sup>).  
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 15<sup>th</sup> of the year following approval. If this information is not received by this date, applicants may be ineligible to be considered for the Annual Operating Grant in the following fiscal year.  
d) Insufficient expenditure will require pay-back of unspent funds, or a reduced final amount released.

**Documents Required for Application to be considered complete**

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

## **Schedule B – Community Economic Development Grant**

### **Grant Purpose**

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

### **Funding Use**

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

### **Eligible Applicants**

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

### **Ineligible Applicants**

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

### **Application Deadline**

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

### **Completion Requirements & Grant Extensions**

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

### **Funding Frequency**

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

### **Endorsement / Special Conditions**

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

**Funding Amount Limit**

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

**Approval Process and Procedures**

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

**Documents Required for Application to be considered complete**

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

## **Schedule C – Community Event**

### **Grant Purpose**

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

### **Funding Use**

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

### **Eligible Applicants**

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

### **Ineligible Applicants**

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

### **Application Deadline**

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

### **Completion Requirements & Grant Extensions**

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

### **Funding Frequency**

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

**Endorsement / Special Conditions**

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

**Funding Amount Limit**

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

**Approval Process and Procedures**

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

**Documents Required for Application to be considered complete**

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

## **Schedule D – Community Recreation Capital**

### **Grant Purpose**

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

### **Funding Use**

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

### **Eligible Applicants**

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

### **Ineligible Applicants**

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

### **Application Deadline**

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

**Completion Requirements & Grant Extensions**

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

**Funding Frequency**

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

**Endorsement / Special Conditions**

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

**Funding Amount Limit**

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

**Approval Process and Procedures**

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

**Documents Required for Application to be considered complete**

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

## **Schedule E – Community Recreation Program**

### **Grant Purpose**

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

### **Funding Use**

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

### **Eligible Applicants**

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

### **Ineligible Applicants**

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

### **Application Deadline**

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

### **Completion Requirements & Grant Extensions**

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

**Funding Frequency**

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

**Endorsement / Special Conditions**

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

**Funding Amount Limit**

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

**Approval Process and Procedures**

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

**Documents Required for Application to be considered complete**

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

## **Schedule F – Elite Athlete Travel**

### **Grant Purpose**

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

### **Funding Use**

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

### **Eligible Applicants**

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

### **Ineligible Applicants**

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

### **Application Deadline**

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

### **Completion Requirements & Grant Extensions**

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

### **Funding Frequency**

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

**Endorsement / Special Conditions**

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

**Funding Amount Limit**

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

**Approval Process and Procedures**

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

**Documents Required for Application to be considered complete**

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

## **Schedule G – Leadership Training**

### **Grant Purpose**

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

### **Funding Use**

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

### **Eligible Applicants**

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

### **Ineligible Applicants**

- 4 a) **Individual**
  - (i) Non-MODL Resident.
  - (ii) Firefighters or Associate Fire Department Members.
- b) **Community Organization**
  - (i) For-profit organizations.

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

**Application Deadline**

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

**Completion Requirements & Grant Extensions**

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

**Funding Frequency**

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

**Endorsement Special Conditions**

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

**Funding Amount Limit**

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

**Approval Process and Procedures**

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

**Documents Required for Application to be considered complete**

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

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- (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. The Major Events Grant is to support operating, marketing, or promotional expenses for events that will attract visitors to the area.

### **Funding Use**

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

### **Eligible Applicants**

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

### **Ineligible Applicants**

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

### **Application Deadline**

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

**Completion Requirements & Grant Extensions**

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

**Funding Frequency**

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

**Endorsement / Special Conditions**

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

**Funding Amount Limit**

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

**Approval Process and Procedures**

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

**Documents Required for Application to be considered complete**

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

## **Schedule I – Major Recreation Capital**

### **Grant Purpose**

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

### **Funding Use**

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

### **Eligible Applicants**

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

### **Ineligible Applicants**

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

### **Application Deadline**

- 5 a) Complete application to be received by March 1<sup>st</sup>.

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

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

#### **Completion Requirements & Grant Extensions**

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

#### **Funding Frequency**

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

#### **Endorsement / Special Conditions**

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

#### **Funding Amount Limit**

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

#### **Approval Process and Procedures**

- 10 a) Applications require Council's approval.
- b) If approved, 75% of the approved amount will be released (usually by June 30<sup>th</sup>).
- 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 31<sup>st</sup> of previous year.
  - (ii) Proposed Income & Expense Budget (including income from all sources)
  - (iii) The need for financial assistance must be demonstrated

## **Schedule J – Pro Kids**

### **Grant Purpose**

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

### **Funding Use**

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

### **Eligible Applicants**

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

### **Ineligible Participant**

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

### **Application Deadline**

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

### **Completion Requirements & Grant Extensions**

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

### **Funding Frequency**

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

### **Endorsement / Special Conditions**

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

### **Funding Amount Limit**

- 9 a) No limit per individual and/or family
- b) Funds are available on a first come-first served basis, until the account is depleted.

**Approval Process and Procedures**

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

**Documents Required for Application to be considered complete**

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

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

## **Schedule K – Sponsorship Ad Request / Donation of Prizes**

### **Grant Purpose**

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

### **Funding Use**

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

### **Eligible Applicants**

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

### **Ineligible Applicants**

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

### **Application Deadline**

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

### **Completion Requirements & Grant Extensions**

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

**Funding Frequency**

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

**Endorsement / Special Conditions**

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

**Funding Amount Limit**

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

**Approval Process and Procedures**

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

**Documents Required for Application to be considered complete**

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

## **Schedule L – Youth Travel**

### **Grant Purpose**

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

### **Funding Use**

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

### **Eligible Applicants**

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

### **Ineligible Applicants**

- 4 a) **Individual**
  - (i) Non-resident of Municipality.
- b) **Team/Group**
  - (i) Less than 50% of the participants are residents of the Municipality.
  - (ii) Schools / Private schools, regardless of not-for-profit status.

**Application Deadline**

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

**Completion Requirements & Grant Extensions**

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

**Funding Frequency**

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

**Endorsement / Special Conditions**

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

**Recognition**

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

**Funding Amount Limit**

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

**Approval Process and Procedures**

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

**Documents Required for Application to be considered complete**

- 12 a) Completed and signed application form  
b) Financial information  
(i) Proposed trip Income & Expense Budget including copies of receipts will be required to confirm the actual expenditure and showing income from all sources.  
(ii) The need for financial assistance must be demonstrated

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

**Municipality of the District of Lunenburg  
POLICY**

Title: <b>Community Grants Program/Sponsorship Request</b>		(Inserted Cells) <b>Program/Sponsorship Request</b>
Policy No. <b>043</b>		
Effective Date: <b>June 10, 2008, February 10, 2016</b>	Amended Date: Sept. 9/08, Oct. 9/08, Jan 13/09, Nov. 10/09, April 13/10, April 9/13, Sept. 23/14, Sept. 22/15, Jan. 26/16, July 25/17, Oct. 23/18	
Name		
<b>Number</b>	<b>043</b>	
<b>Legislative Authority</b>	<b>MGA 2, 47, 48(3) 65C</b>	
<b>Effective Date</b>	<b>June 10, 2008</b>	

1. This policy is entitled "Community Grants Program/Sponsorship Request" and applies to Members of Municipal Council and Municipal staff. (amended Sept. 23, 2014)

**2. Purpose**

2.1 1 (1) The purpose of this Policy is to establish equitable set guidelines for Council ~~Members~~ Member and Municipal Staff for the distribution of funds to not-for-profit and charitable organizations in the community.

2.2 2 (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. Authority**

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

**4. Eligibility**

3 The following types of organizations are eligible for funding:

4.1 (1) Charitable organizations (e.g. ~~foundations,~~ foundation and charities);

4.2 (2) Global community service organizations (e.g., VON, United Way);

4.3 (3) Membership based, not-for-profit organizations that have a junior program (e.g. ~~sport clubs, associations). Programs or capital projects that benefit an organization's junior~~

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~~program may be supported through the grant program; (amended Sept. 23, 2014)~~ with an annual adult membership of \$125 or less;

Community (4) Membership based, not-for-profit organizations (e.g. for Youths or Seniors;

4.4 (5) Community-based organizations (e.g., community halls, ~~sport groups~~sports halls, recreation groups, social groups);

4.5 (6) Any funding requests from community groups who have management agreements with the Municipality and any adjacent municipal units requesting funding to support their municipally owned recreation facilities will be processed through the budget and not through the grant policy. (amended Sept. 23, 2014)

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

#### Grant Categories

5.1 ~~Annual Operating~~ (1) Annual Operating – See Schedule A for criteria  
To provide assistance for help with an organization's annual operating costs. (amended Sept. 23, 2014)

5. ~~(2) Community Recreation Program~~ Community Economic Development – See Schedule B for criteria  
To provide assistance for help with the delivery/development of a new projects, events or expanded cultural, social, heritage initiatives that promote the area and/or recreation program foster community economic growth.

5.2 ~~Major Recreation Capital~~ (3) Community Event – See Schedule C for criteria  
To provide assistance for help with the hosting and/or delivery of a Community Event.

(4) Community Recreation Capital – See Schedule D for criteria  
To help with the expansion or improvement of an indoor or outdoor cultural, social, heritage and/or recreation facility and/or equipment for capital projects \$10,000 or more. (amended Sept. 23, 2014)

5.4 ~~Community Recreation Capital~~ – See Schedule D for criteria  
To provide assistance for the expansion or improvement of an indoor or outdoor cultural, social, heritage and/or recreation facility, and/or equipment, for projects under \$10,000. (amended Sept. 23, 2014)

5.5 ~~Community Event~~  
(5) Community Recreation Program – See Schedule E for criteria

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To provide assistance for the hosting and/or help with the delivery of a National or Provincial event. ~~(amended Sept. 23, 2014 & Oct. 23, 2018)~~ new or expanded cultural, social, heritage and/or recreation program.

5.6 ~~Canada Day~~ (6) Elite Athlete Travel – See Schedule F for criteria

~~To provide assistance for the hosting of a community celebration on July 1<sup>st</sup> that recognizes Canada Day. (amended Sept. 23, 2014)~~

5.7 Youth Travel – To help elite athletes in Lunenburg County with travel costs when competing at National or International events.

(7) Leadership Training - See Schedule G for criteria

~~To provide assistance to individuals, teams or groups of youth travelling to national competitions in sport or cultural events. (amended April 13, 2010, Sept. 23, 2014)~~

5. ~~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) ~~Pro Kids Program~~ Major Events – See Schedule H for criteria

~~To provide assistance to individuals, who reside~~ To encourage new or expand existing large-scale events that create a positive economic impact for the Municipality. The Major Events grant is to support operating, marketing, or promotional expenses for events that will attract visitors to the area.

(9) Major Recreation Capital – See Schedule I for criteria

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

(10) Pro Kids Program – See Schedule J for criteria

To help individuals, who live in the Municipality, who due to lack of financial support, would not be able to benefit from recreational, sport or cultural activities.  
~~(amended Sept. 23, 2014)~~

5.9 Community Economic Development – See ~~Schedule I~~ for criteria

~~To provide assistance for the development of projects, events or initiatives that promote the area and foster community economic growth. (amended April 9, 2013, Sept. 23, 2014)~~

5.10 Sponsorship Ad/Donation of Prizes Requests – See ~~Schedule I~~ for criteria

~~To provide assistance for advertising to local, not-for-profit organizations for projects, events, or initiatives that benefit residents of and are within the mandate of the Municipality. (amended Sept. 23, 2014)~~

5.

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~~(1.1—Remembrance Day Grant)~~ Sponsorship Ad/Donation of Prize(s) Request – See Schedule K for criteria

~~To provide assistance for hosting a community event on November 11<sup>th</sup> in recognition of our Veterans and those currently serving our country. (amended Sept. 23, 2014)~~

~~5.12—Elite Athlete Travel Grant~~ 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.

~~(1.2) Youth Travel~~ – See Schedule L for criteria

~~To provide assistance to elite athletes in Lunenburg County help individuals, teams or youth groups with their travel costs when competing at International in provincial, national or international competitions in sport or cultural events. (amended Sept. 23, 2014)~~

~~5.13—Leadership Training Grant—See Schedule M for criteria~~

~~To provide assistance to volunteers seeking training that will continue to expand the programs, services and activities provided by community organizations. (amended Sept. 23, 2014)~~

~~5.14—Events Promotion Grant—See Schedule N for criteria~~

~~To provide assistance for event promotions that will see participants and spectators attend from outside the District. (amended July 25, 2017)~~

~~6.—General Information~~

~~6.1~~ 5 (1) Municipal Council sets funding limits and annual budget allotments for each grant category.

~~6.2~~ (2) Applicants shall will complete the appropriate proper Municipal application form and provide the requested —documentation information.

~~6.3~~ (3) Application deadlines and expiry periods may apply.

~~6.4~~ (4) Funding frequency is limited within each grant category.

~~6.5—All applications except for youth travel, P.R.O. Kids, community recreation program, community recreation capital, community economic development, leadership training and events promotion (not to exceed \$2,500) are approved by Council, and applicants will be notified by letter of approval or denial. This letter will state any terms and conditions that apply to the grant approvals, (amended Nov. 10, 2009, Sept. 23, 2014, July 25, 2017)~~

~~6.6—(amended April 9, 2012 and deleted Sept. 23, 2014)~~

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~~6.7~~ Applications for youth travel, community recreation program, community recreation capital and leadership training are reviewed and approved by either the Recreation Director or Program Co-ordinator, with notification to all Councillors. Applications for community economic development and events promotion (under \$2,500) are reviewed and approved by the Economic Development Officer with notification to all Councillors. ~~(amended Nov. 10/09, April 13/10, Sept. 23, 2014, July 25, 2017)~~

~~6.8~~ Applications for sponsorship ad requests are reviewed by staff for mandatory criteria. Only those applications that meet the mandatory criteria, as outlined in *Schedule J*, shall be forwarded to the Audit and Finance Committee for approval, within the allotted budget. Requests for \$100 or less are approved at the staff level. ~~(amended April 9/13, Sept. 23/14, Jan. 26/16)~~

~~6.9~~ Applications for P.R.O. Kids are reviewed by the P.R.O. Kids Administrator or alternate. ~~(Amended Sept. 23, 2014)~~

~~6.10~~ (5) Applicants should ~~demonstrate~~ show community support, fundraising efforts, and efficient use of resources, sound business practices and development of volunteers.

~~(6.11)~~ A financial statement and pertinent ~~documentation~~ document must be filed with the Municipality following the completion of the project.

~~6.12~~ (7) The Municipality reserves the right to deny any application ~~deemed~~ believed not within its mandate.

~~6.13~~ (8) All proposed work must ~~comply with~~ follow Municipal, Provincial and Federal regulations.

~~6.14~~ The (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 ~~are the 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.

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(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 that will be applied when reviewing grant applications:

- A-           a) Project/program fits within the mandate (vision/mission) of the Municipality.
- B-           b) Organization is a not-for-profit group.
- C-           c) Program, event, facility is for a public community purposeuse.
- D-           d) A financial need is demonstratedproved.
- E-           e) The organization is sourcing other funding partners.
- F-           f) The grant proposal is economically viablepractical.
- G-           The project/program brings value to the residents of the Municipality.
- H-           g) The funding provided by the Municipality will enable the organization to leverage use dollars from other funding agencies partners.
- I-           The facility, program, event provides a good return on investment.           h) The application has demonstrated showed that they will recognize the Municipality's contribution.
- J-           i) The organization ~~has demonstrated~~ shows long-term sustainability.
- K-           j) The applicant has demonstrated proved its own commitment to the project (i.e. financial, in-kind donations). ~~(amended Sept. 23, 2014)~~

~~7. Policies MDL 13, approved October 9, 2001, MDL 14, approved October 9, 2001 and MDL 30, approved December 13, 2005 are hereby repealed and replaced with new Policy MDL 43.~~

- k) The percentage of users from MODL.
- l) The breakdown of staff (volunteer, paid, externally funded).
- m) Funding is being looked for from host Municipality if organization located outside MODL.



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<u>Date of Council Approval to Repeal</u>	January XX, 2023
<u>Effective Date if Different from Approval Date</u>	
<u>I certify that this Policy 043 Community Grants Program/Sponsorship Program was adopted by Municipal Council as indicated above.</u>	
<u>Signature of Municipal Clerk</u>	<u>Date</u>

~~MODL~~ Community Grant Program/Sponsorship Request  
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**Schedule A**  
**ANNUAL OPERATING**

The Municipality of the District of Lunenburg may grant funds to community organizations from its annual operating budget. The amount will be set by Council at budget time.

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

**Schedule A – Annual Operating**

**Grant Purpose**

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

**Funding Use**

~~Operating Grants for not for profit community groups as per Section 65 of the Municipal Government Act~~

Operating Grants 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 (amended Sept. 23, 2014)~~

**Eligibility**

~~The applicant must be a federally registered charity or a non-profit organization registered with the Nova Scotia Registry of Joint Stocks. Registration status must be "active"~~

~~The applicant must provide a service to the residents of the Municipality of the District of Lunenburg~~

~~The applicant must demonstrate active fundraising efforts to support residents to the program, project or service Municipality.~~

Only one c) Membership based, not-for-profit organizations having an annual adult membership of \$125 or less.

d) Membership based, not-for-profit organizations for Youths or Seniors.

e) Municipally, Provincially or Federally registered Heritage Property, within MODL, used for community purposes.

f) Churches / Church Halls that serve a community hall purpose (beyond congregational uses) or have an outdoor space used for public recreational purposes.

**Ineligible Applicants**

4 a) For-profit organizations.

b) Fire Departments / Fire Halls, regardless of not-for-profit status.

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

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Application Deadline

- 5 a) Complete application ~~can~~ be submitted/received by an organization per fiscal year March 1<sup>st</sup>.

- The project or operation applied for must be commenced within 24 months from the date of award, unless an extension is requested and granted.
- Grants are not awarded to individuals, businesses, industry or sole proprietorships

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

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

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.

- Applicants must agree to recognize the Municipality for its contribution (e.g. banner, public announcement, sign)  
(amended Sept. 23, 2014)

Procedures

- A completed, signed application form is required and must be received by March 1<sup>st</sup> of the fiscal year prior to the fiscal year for which the funding is requested.
- Applications require Council's approval and will be reviewed at budget time
- An audited financial statement for the previous operating year and a proposed budget for the upcoming year must be submitted with the application. The need for financial assistance must be shown
- A profile of the organization (people/community served and the benefits to the community) is to be submitted with the application
- Where property is involved, proof of ownership or a lease must accompany the request

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.

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- 10 a) Applications require Council's approval of a grant.  
b) If approved, 75% of the approved amount, the recipient may request an advance payment, will be released (usually by June 30<sup>th</sup>).  
c) Final 25% of the grant up to 75% of the grant approved amount and upon project start. The will be released once final 25% is 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 upon proof of program delivery or completion of project at time of application, balance sheet/income statement as at December 31<sup>st</sup> of previous year.  
(ii) Proposed Income & Expense Budget (including income from all sources)  
(amended-Sept-23, 2014)

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(iii) The need for financial assistance must be demonstrated.

Schedule B  
COMMUNITY RECREATION PROGRAM

The Municipality of the District of Lunenburg offers a ~~Community Recreation Program Grant~~ to assist community organizations in the delivery of cultural, social, heritage and/or recreation programs. Economic Development Grant

The assistance requested should provide for program delivery and/or leadership Grant Purpose

1 a) To help with the development.

Funding Use

- 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

Eligibility

- Only not for profit organizations delivering programs to the residents of the Municipality of the District of Lunenburg are eligible
- Applicants must demonstrate projects, events or initiatives that promote the program contributes to the area and foster community and can be completed within the time line indicated economic growth.
  - For organizations that offer multiple programs, any application for a program grant must be endorsed by the sponsoring organization
  - Maintenance projects such as equipment repair or replacement are ineligible. These items may be eligible under the Community Recreation Capital program
  - Applicants are eligible to receive a grant, provided that a clear 24 (twenty four) months has passed between any previous grant application and the date of award, under this program
  - Projects started prior to application will not be considered
  - Must be for a public program where the need for financial assistance is demonstrated
  - The program must have a direct link to the organization applying. The Municipality will not consider applications in which a non-profit group is "sponsoring" the project/program.
  - Applicants must agree to recognize the Municipality for its contribution (e.g. banner, public announcement, sign)  
(amended Sept. 23, 2014)

Procedures

- A completed, signed application form is required
- Applications will be accepted throughout the year, allow 1 to 2 months prior to anticipated start date for processing

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- Applicants must submit a proposed program budget, including total revenues from all sources
- Applicants must include a profile of the organization, including the people/community to be served by the program and explain how the program will be of benefit to the community
- Applications require approval from the Director of Recreation
- Applications not commenced or completed within 24 months from the date of award may apply for an extension (amended Nov. 10/09, April 13, 2010)

**Funding**

- Applicants are eligible for up to 75% of the total cost of the program to a maximum of \$500.00
- Upon approval of a grant, the recipient can request 75% of the grant upon project start. The final 25% is available upon proof of program delivery and completion

**Schedule C**

**MAJOR RECREATION CAPITAL**

The Municipality of the District of Lunenburg offers a Major Recreation Capital Grant to assist communities in the development of indoor and outdoor cultural, social, heritage and/or recreation facilities which will provide significant community availability to projects that are \$10,000 or more. The Municipality's priorities are to conserve existing community facilities and to assist in the development of new community facilities. (amended Sept. 23, 2014)

**Funding Use**

- Items of permanent, non-consumable capital nature are eligible. The creation, expansion or improvement of 2 a facility; or
- Equipment) To be used for projects, events or initiatives that will improve the capacity of the organization (amended Sept. 23, 2014)

**Eligibility**

- Only facilities of not for profit or grow and contribute to the economy or community organizations that serve the residents of in the Municipality of the District of Lunenburg are eligible. The applicant must be a federally registered

**Eligible Applicants**

- 3 a) Registered charity or a 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 registered with the Nova Scotia Registry of Joint Stocks. Registration status must be "active" 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.

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- b) Churches are / Church Halls, regardless of not-eligible-for-funding-unless-they-profit status.
- c) Fire Departments / Fire Halls, regardless of not-for-profit status.
- d) Schools / Private schools, regardless of not-for-profit status.

Application Deadline

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

Completion Requirements & Grant Extensions

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

- Funding are registered as a Municipal Heritage Facility;
- serve a community hall purpose;
- have outdoor space used for public recreational purposes
- Applicants must have the deed/lease to the property or acceptable alternative (e.g. Letter of Authority)

Applicants must demonstrate that the project contributes to the community and Frequency

- 7 a) Only one application can be completed within the time line indicated
- The applicant must demonstrate active fundraising efforts to support the program, project or service
- The project applied for must be commenced within 24 months from the date of award, unless an extension is requested and granted
- Improvements and maintenance items that extend the life of a facility are eligible (e.g. external painting, roofing)
- General operating activities are not eligible (e.g. cleaning, minor repairs)
- Applicants operating several facilities must be endorsed submitted by the sponsoring an organization per fiscal year.
- Grants are not awarded to individuals, businesses, industry or sole proprietorships
- b) Applicants are eligible to receive a grant, provided that two fiscal years (of the Municipality) a clear 24 (twenty-four) months has passed between any approved previous grant applications application under this program.
- Projects started prior to receipt of application will not be considered except in emergency repair situations
- Projects must be for a public/community purpose where the need for financial assistance is demonstrated

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- Late applications will be reviewed only after the regular review of those applicants that submitted an application on time. Each year the Municipality receives more applications than it can fund so it is important for applications to be in on time and contain correct information
- Applicants must agree to recognize the Municipality for its contribution (e.g. banner, public announcement, sign) (amended Sept. 23, 2014)

Procedures

- A completed, signed application form is required and must be received by March 1<sup>st</sup> of the fiscal year prior to the fiscal year for which the funding is requested
- Applications require Council's approval and will be reviewed at budget time
- An audited financial statement for the previous operating year and a proposed budget for the upcoming year must be submitted with the application. The need for financial assistance must be demonstrated
- Proof of ownership or a lease must accompany the request
- Proposed work must comply with all municipal, provincial and federal regulations
- Applicants must submit a proposed project budget, including total revenues from all sources
- Applicants must include a profile of the organization, including the people/community served by the association and the benefits to the community by demonstrating significant community value
- Applications not commenced or completed within 24 months from the date of award may apply for an extension (amended Sept. 23, 2014)

Endorsement / Special Conditions

8 a) N/A for this grant type.

Funding Amount Limit

Applicants are eligible for up to 9 a) Funding will not exceed 50% of the total capital cost of the project, event or initiative to a maximum of \$101,000. Upon approval of a grant, the recipient can request

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 grant approved amount will be released upon project start. The approval.

c) Final 25% of the approved amount will be released once final 25% is available 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.

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e) 100% of the grant may be released upon proof that the project is approval with sufficient documentation.

Documents Required for Application to be considered complete  
(amended Sept. 23, 2014)

- 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

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**Schedule DC – Community Event**

**Grant Purpose**

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

**Funding Use**

COMMUNITY RECREATION CAPITAL

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

**Ineligible Applicants**

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

**Application Deadline**

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

**Completion Requirements & Grant Extensions**

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

**Funding Frequency**

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

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

Endorsement / Special Conditions

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

Funding Amount Limit

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

Approval Process and Procedures

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

Documents Required for Application to be considered complete

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

**Schedule D – Community Recreation Capital**

**Grant to assist communities in Purpose**

~~1~~ a) To help with the development expansion or improvement of an indoor and/ outdoor cultural, social, heritage and/or recreation facilities which will provide significant community availability facility, and/or equipment, for projects under \$10,000.

The Municipality's priorities are to conserve existing community facilities and to assist in the development of new community facilities.

**Funding Use**

~~An 2~~ a) To be used for an expansion or improvement of a facility; or Equipment for equipment that will improve the capacity of the organization.

**Eligibility**

- ~~Only facilities.~~ b) Items of not for profit community organizations that serve the residents of Municipality of the District of Lunenburg a permanent, non-consumable capital nature are eligible and whose project is under \$10,000
- ~~Churches, as are not eligible for funding unless:~~
  - ~~— registered as a Municipal Heritage Facility;~~
  - ~~— serve a community hall purpose; or~~
  - ~~— have outdoor space used for public recreational purposes~~
- ~~Applicants must have the deed/lease to the property or acceptable alternative (i.e. Letter of Authority)~~
- ~~Applicants must demonstrate that the project contributes to the community and can be completed within the time line indicated~~
- ~~Improvements improvements and maintenance items that extend the life of a facility are eligible (e.g., external painting, roofing).~~
- ~~c) General operating activities are not eligible (e.g., cleaning, minor repairs).~~

**Eligible Applicants** ~~operating several facilities must be endorsed by the sponsoring~~

~~3~~ a) Registered charity or not-for-profit organization, with active registration, serving residents of the Municipality.

- ~~Applicants are eligible to receive a grant, provided that a clear 24 (twenty four) months has passed between any previous grant application and the date of award, under this program~~
- ~~Projects started prior to receipt of application will not be considered, except in emergency repair situations~~
- ~~Projects must be for a public/community purpose where the need for financial assistance is demonstrated~~

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- ~~— Applicants must agree to recognize the Municipality for its contribution (e.g. banner, public announcement, sign) (amended Nov. 10/09) (amended Sept. 23, 2014)~~

**Procedures**

- ~~— A completed, signed application form is required~~

~~Applications~~ **b) Registered charity or not-for-profit organization in other Municipal units, located in Lunenburg County providing regional facilities or services to residents to the Municipality.**

**c) Membership based, not-for-profit organizations providing an annual adult membership of \$125 or less.**

**d) Membership based, not-for-profit organizations for Youths or Seniors.**

**e) Churches / Church Halls that serve a community hall purpose (beyond congregational uses) or have an outdoor space used for public recreational purposes.**

**f) Fire Departments/Fire Halls that serve a community hall purpose (beyond firefighting services) or have an outdoor space used for public recreational purposes.**

**g) Municipally, Provincially or Federally registered Heritage Property, within MODL, used for community purposes.**

**Ineligible Applicants**

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

**Application Deadline**

~~5 a) Complete applications will be received throughout the year, allow but should be received at least 1 to 2 months from before anticipated start date for processing. Exceptions may be made for emergency situations.~~

- ~~— Proposed work must comply with all municipal, provincial and federal regulations~~
- ~~— Applicants must submit a proposed project budget, including total revenues from all sources~~
- ~~— Applicants must include a profile of the organization, including the people/community served by the association and the benefits to the community by demonstrating significant community value~~
- ~~— Applications require approval from the Director of Recreation (amended Nov. 10/09, April 13/10)~~

~~Applications not~~ **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 within 24 months from the date by end of award fiscal year following approval, may apply for an extension (amended Nov. 10/09). This request**

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should be made to the Municipality no later than March 15th of the year following approval. If this request is not received by this date, applicants may not be able to extend the grant award period and may be ineligible to be considered for the Community Recreation Capital Grant in the following fiscal year.

**Funding Frequency**

- 7 a) Only one application can be submitted by an organization per fiscal year.  
b) Applicants ~~are eligible~~ 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 ~~up to~~ 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 \$42,000. 00

Upon approval of a grant, Approval Process and Procedures

- 10 a) Applications will be reviewed and approved/denied by the recipient ~~can request~~ responsible staff person, with notification to Municipal Council.  
b) If approved, 75% of the grant ~~upon project start~~. The approved amount will be released.  
c) Final 25% of the approved amount will be released once final 25% is available ~~upon proof that the project is complete~~ 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)

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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 31<sup>st</sup> of previous year.
- (ii) Proposed Income & Expense Budget (including income from all sources)
- (iii) The need for financial assistance must be demonstrated

*Schedule E*

COMMUNITY EVENT (amended Oct. 23/18)

~~The Municipality of the District of Lunenburg offers a -- Community Event Grant to assist community organizations in hosting and/or delivery of Community Events within or in close proximity to the District. (amended Oct. 23/18)~~ 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

~~An event recognized Nationally/Provincially or that will attract participants from beyond the District.~~

Eligibility

Only 2 a) To be used for a new program, including associated equipment; or an improvement or expansion of an existing program and associated equipment; or the development and/or training of local leadership.

b) Maintenance programs such as equipment repair or replacement are ineligible.

Eligible Applicants

3 a) Registered charity or not-for-profit organization, with active registration, serving residents of the Municipality.

b) Registered charity or not-for-profit organization in other Municipal units, located in Lunenburg County providing regional facilities or services to residents to the Municipality.

c) Membership based, not-for-profit organizations are eligible for providing an annual adult membership of \$125 or less.

d) Membership based, not-for-profit organizations for Youths or Seniors.

Ineligible Applicants

4 a) For-profit organizations.

b) Churches / Church Halls, regardless of not-for-profit status.

c) Fire Departments / Fire Halls, regardless of not-for-profit status.

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

Application Deadline

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

Completion Requirements & Grant Extensions

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

Funding Frequency

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

Applicants Endorsement / Special Conditions

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

Funding Amount Limit

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

Approval Process and Procedures

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

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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

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- Council must deem the event to be within its mandate
- Applicants must demonstrate that the project contributes to the community and can be completed within the time line indicated
- Applicants are eligible to receive this grant once in a fiscal year for the same event.
- An applicant may apply more than once within the same fiscal year, provided that the applications are not for the same event
- Applicants are not eligible to receive additional Municipal funding for the same event. (Oct. 23, 2018)
- Applicants must agree to recognize the Municipality for its contribution (e.g. banner, public announcement, sign) (amended Sept. 23, 2014)

**Procedures**

- A completed, signed application form is required.
- Applicants must submit a proposed program budget, including total revenues from all sources.
- Applicants must include a profile of the organization, including the people/community to be served by the event and explain how the event will be of benefit to the community.
- Council will determine the number of Community Events it will support in a given year. (Oct. 23, 2018)
- Applications not to exceed \$1,000 will be approved by the Director of Recreation and notification sent to Council. (Oct. 23, 2018)
- Applications greater than \$1,000 will be reviewed by the Finance Committee and a recommendation will be forwarded to Municipal Council for approval. (amended Jan. 26/16 & Oct. 23/18)
- Applications will be handled on a first come, first serve basis. (Oct. 23, 2018)
- Applicants must recognize the Municipality of the District of Lunenburg as a participating sponsor ( e.g. brochures, programs, advertisements). (amended Sept. 23, 2014)

**Funding**

- To be determined by Council but not to exceed one third of the event costs, to a maximum of \$2,000.
- Upon approval of a grant, the recipient can request 75% of the grant upon project start. The final 25% is available upon proof that the project is complete with a final report and budget. (amended Oct. 23, 2018)
- The grant may be issued in advance with sufficient documentation.

**Schedule F – Elite Athlete Travel**

CANADA DAY

The Municipality of the District of  
**Grant Purpose**

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

**Funding Use**

~~A community celebration that recognizes Canada Day (amended Sept. 23, 2014)~~

**Eligibility**

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

**Eligible Applicants**

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

**Ineligible Applicants**

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

**Application Deadline**

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

**Completion Requirements & Grant Extensions**

MODL Community Grant Program/Sponsorship Request  
Policy MODL 043

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-for-profit 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 that serves the residents of the, showing sufficient expenditure. This information should be provided to the Municipality of the District of Lunenburg no later than March 15th of the year following approval. If this information is not received by this date, applicants may be ineligible to be considered for the Elite Athlete Travel Grant in the following fiscal year.  
d) Insufficient expenditure will require pay-back of unspent funds, or a reduced final amount released.  
e) Successful applicants are encouraged to provide a report to Council, in person, virtually, or in writing following their participation in the sponsored event.

Documents Required for Application to be considered complete

- 11 a) Completed and signed application form  
b) Financial information  
(i) Proposed trip Income & Expense Budget including copies of receipts will be required to confirm the actual expenditure and showing income from all sources.  
(ii) The need for financial assistance is must be demonstrated  
Project must be completed within the time line indicated

~~MODL~~ Community Grant Program/Sponsorship Request

Policy MODL 043

- Municipality reserves the right to determine the number of Canada Day celebrations it will support throughout the Region

**Procedures**

- A completed, signed application form is required
- Applications must be received by March 1, and may be granted annually
- Applicants must submit a proposed program budget, including total revenues from all sources
- Applicants must include a profile of the organization, including the people/community to be served by the event and explain how the event will be of benefit to the community
- Applications will be reviewed by the Finance Committee and a recommendation will be forwarded to Municipal Council for approval (amended Jan. 26/16 & Oct. 23, 2018)
- Applicants must recognize the Municipality of the District of Lunenburg as a participating sponsor (e.g. brochures, programs, advertisements) (amended Sept. 23, 2014)

**Funding**

- Applicants are eligible for up to 75% of the total cost of the event to a maximum of \$1,200.00 (amended Sept. 23, 2015)
- The grant may be issued in advance with sufficient documentation

**Schedule G**  
**YOUTH TRAVEL**

The Municipality of the District of Lunenburg offers a Youth Travel Grant to assist individuals, teams or groups of youth travel to National Competitions in sport or cultural events.

Eligibility

- For youth only. Youth will be defined as an individual who is attending an elementary, secondary or post-secondary educational institution
- Only residents of the Municipality will be considered for individual funding
- For any team or group to be eligible for funding, 50% of the participants must be residents of the Municipality of Lunenburg
- Grant recipients must be representing Nova Scotia at a National Competition or event

Procedures

- A letter of application addressed to the Recreation Director must be received 1 to 2 months prior to the travel dates for processing
- A total budget must accompany the letter showing both revenues and expenditures (Teams or groups only)
- Confirmation of representation must be submitted from the provincial sport body
- Upon approval from the Recreation Director, notification will be forwarded to Municipal Councillors for information [amended April 13, 2010] [amended Nov. 10/09]

Funding

- The maximum grant available will be the lesser of \$200 per team or \$50 per Municipal Resident, but in no case will any grant exceed 50% of the total cost of the trip
- The maximum grant for an individual team player is \$50, but in no case will any grant exceed 50% of the total cost of the trip

~~MODL~~ Community Grant Program/Sponsorship Request  
Policy MODL 043

**Schedule H**

POSITIVE RECREATION OPPURTUNITIES FOR KIDS PROGRAM (amended April 13, 2010)

The intent of this policy is to help youth who, reside in the Municipality and who due to a lack of financial support, would otherwise not be able to benefit from recreational, sport or cultural activities. (amended Sept. 23, 2014)

Eligibility

- Any Municipal resident may apply on behalf of their child (under the age of 19).
- Applications are accepted for an individual only (no teams).
- Applicant must provide a reference from a recognized agency or professional individual (clergy, teacher, coach, doctor, and councilor).
- Registration fees will be given first priority. Equipment, uniform cost, and travel may also be considered.
- Must be for an activity associated with a recreation, sport or cultural program offered by a recognized organizations or individual.
- The Municipality reserves the right to request additional proof of need if required.

Procedures

- Receipt of application from parent or guardian to be submitted to Program Co-ordinator or Recreation Director prior to commencement of program. Review of referral (by phone, email or letter) by staff ensuring criteria is met.
- Priority will be given to new applicants.
- Upon approval by the Program Co-ordinator or Recreation Director, the applicant and program sponsor are notified.
- Staff processes funding by sending a cheque payable directly to the program sponsor or equipment supplier.
- An explanation letter will accompany the cheque.
- Staff will track funds granted. (amended Nov.10/09, Apr. 13/10)

Funding

- No cap amount per individual and/or family
- One activity per person per season.
- Funds available on a first come, first serve basis until the account is depleted on a seasonally basis (fall, winter, spring, summer). (amended April 13, 2010)

Annual Budget

- A budget will be approved annually by Council.
- Additional funding (e.g. Canadian Tire Jump Start) will be added to this account and any funding remaining at the end of the Municipal fiscal year will be put into a reserve account specifically for the P.R.O. Kids program. (amended April 13, 2010)

Schedule I  
COMMUNITY ECONOMIC DEVELOPMENT

The Municipality of the District of Lunenburg offers a Community Economic Development Grant to assist communities and not for profit groups with the development of projects, events or initiatives that help to promote the area and foster community economic growth, and support and strengthen the local tourism industry.

- 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.

~~MODL~~ Community Grant Program/Sponsorship Request  
Policy MODL 043

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

- A project, event, or
- Initiative that will promote the area and foster community economic growth

Eligibility

Only 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 community organizations that serve or provide a benefit to organization, with active registration, serving residents of the Municipality of the District of Lunenburg are eligible.

- Applicants must demonstrate that the project, event or initiative will improve upon or grow the economy or community in the Municipality of the District of Lunenburg.
- Applicants must demonstrate that the project, event or initiative contributes to the community and fits within the mission of the Municipality of the District of Lunenburg.
- Must be for a public event, project or initiative where the need for financial assistance is demonstrated and for which Council deems is within its mandate to support.
- The project, event or initiative must meet the objective of promoting community economic growth within the Municipality of the District of Lunenburg.
- Projects, events or initiatives commenced prior to application will not be considered
- 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 (amended Sept. 23, 2014)

Procedures

MODL Community Grant Program/Sponsorship Request  
Policy MODL 043

- A completed, signed application form is required.
- Applications will be received throughout the year, allow 1 to 2 months from anticipated start date for processing. Exceptions may be made for emergency situations.
- Applicants must submit a proposed budget.
- Applicants must include a profile of the organization, including the people/community served by the project, event or initiative and the benefits to the community by demonstrating significant community availability.
- Applications will be approved by the Economic Development Officer and notification sent to Councillors
- Applicants must recognize the Municipality of the District of Lunenburg as a participating sponsor (e.g. brochures, programs, advertisements). (amended Nov.10/09) (amended Sept. 23, 2014)

**Funding**

- Applicants are eligible for up to 50% of the total cost of the project to a maximum of \$1,000.00
- Upon approval of a grant, the recipient can request 75% of the grant upon project start. The final 25% is available upon proof that the project is complete.

**SCHEDULE J**

SPONSORSHIP AD REQUESTS/DONATION OF PRIZES (amended April 9, 2013)

The Municipality of the District of Lunenburg offers support for advertising or fundraising to local, not-for-profit organizations for the promotion of events, programs, or initiatives that are of direct benefit to residents of the Municipality and are within the general mandate of the Municipality as a whole. (amended Sept. 23, 2014)

Eligibility

- Any community group that wishes to apply for a Sponsorship Ad or Donation of prizes Request from the Municipality of the District of Lunenburg in an amount greater than \$100.00 shall complete the 'Sponsorship Ad/Donation of Prizes Request Application Form'.
- Requests in amounts of \$100.00 or less shall submit a written request to the Recreation Department in place of the Application Form. An e-mail is acceptable.
- To be successful, an application must meet the mandatory criteria as described in the 'Sponsorship Ad/Donation of Prizes Request Evaluation Form', regardless of the amount requested.
- Applications shall be received throughout the year, and approved as the Sponsorship Ad/Donation of Prizes Request budget allows and upon availability of prizes. Requests shall be approved on a first come, first serve basis.
- Organizations shall only be approved for a maximum of \$500.00 per year, which includes a combination of cash and prize value.
- Requests must be received by Staff at least one month prior to the date that funds are required. (amended Sept. 23, 2014)

Procedures

MODL Community Grant Program/Sponsorship Request  
Policy MODL 043

- The Finance Committee shall develop the mandatory criteria by which the \_\_\_\_\_ (ii)  
\_\_\_\_\_ Registered charity or not-for-profit organization in other Municipal units, located in  
\_\_\_\_\_ Lunenburg County providing regional facilities or services to residents to the Municipality.
- \_\_\_\_\_ (iii) Membership based, not-for-profit organizations providing an annual adult  
\_\_\_\_\_ membership of \$125 or less.
  - \_\_\_\_\_ (iv) Membership based, not-for-profit organizations for Youths or Seniors.
  - \_\_\_\_\_ (v) 50% of the participants on the application must be residents of the  
\_\_\_\_\_ Municipality.

Ineligible Applicants

4 a) Individual

- \_\_\_\_\_ (i) Non-MODL Resident.
- \_\_\_\_\_ (ii) Firefighters or Associate Fire Department Members.

b) Community Organization

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

Application Deadline

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

Completion Requirements & Grant Extensions

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

Funding Frequency

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

Endorsement Special Conditions

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

Funding Amount Limit

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

Approval Process and Procedures

MODL Community Grant Program/Sponsorship Request  
Policy MODL 043

- 10 a) Applications will be reviewed by and approved/denied by the responsible staff.  
(Oct. 23, 2018) person, with notification to Municipal Council.
- b) If approved, the applicant will receive communication confirming the amount  
awarded.
- c) Applicants are responsible to pay for the initial training costs and are required to  
submit a copy of receipts and certifications for funding to be released. This  
information should be provided to the Municipality no later than March 15th of the  
year following approval. If this information is not received by this date, applicants  
may be ineligible to be considered for the Leadership Training Grant in the following  
fiscal year.
- d) Upon receipt of a 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 for a Sponsorship Ad or Donation of Prizes for  
any amount, the Recreation Director or Program Co-ordinator shall review applications against the  
mandatory criteria form
  - Staff will deny those applications that do not meet the mandatory criteria.
  - Staff will approve grants or prize donations under the value of \$100.00.
  - All other applications shall be referred to the Finance Committee. (Oct. 23, 2018)
  - The Finance Committee has the authority to approve sponsorship ad grants or prize  
donation requests up to the maximum cash or prize value. (Oct. 23, 2018)
  - Once a sponsorship ad request or donation of prize request has been approved, Recreation  
Staff will arrange for the pickup of either the cheque or prize(s).  
(amended Sept. 23, 2014, Jan. 26, 2016)
- b) Financial information
  - (i) Proposed Income & Expense Budget (including income from all sources)
  - (ii) The need for financial assistance must be demonstrated

**Schedule ~~KH~~ – Major Events**

**REMEMBRANCE DAY**

The Municipality of the District of Lunenburg offers a Remembrance Day Grant to community organizations to provide assistance for the hosting of a community event on November 11<sup>th</sup> in recognition of our veterans and those currently serving our country.

**Grant Purpose**

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

**Funding Use**

- A community celebration on November 11<sup>th</sup> that recognizes Remembrance Day

**Eligibility**

- Must 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 that serves the, with active registration, serving residents of the Municipality of the District of Lunenburg

- A public event that contributes to the residents where the need for financial assistance is demonstrated
- Project must be completed within the time-line indicated

Municipality reserves the right to determine the number b) Registered charity or not-for-profit organization in other Municipal units; located in Lunenburg County providing regional facilities or services to residents to the Municipality.

- c) Other municipal units near the Municipality.
- d) Municipal corporations near the Municipality.
- e) Membership based, not-for-profit organizations providing an annual adult membership of Remembrance Day events it \$125 or less.
- f) Membership based, not-for-profit organizations for Youths or Seniors.
- g) Municipally, Provincially or Federally registered Heritage Property, within MODL, used for community purposes.

MODL-Community Grant Program/Sponsorship Request  
Policy MODL 043

h) Churches / Church Halls that serve a community hall purpose (beyond congregational uses) or have an outdoor space used for public recreational purposes.

i) Fire Departments / Fire Halls that serve a community hall purpose (beyond firefighting services) or have an outdoor space used for public recreational purposes.

Ineligible Applicants

4 a) For-profit organizations.

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

Application Deadline

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

Completion Requirements & Grant Extensions

6 a) N/A for this grant type.

Funding Frequency

7 a) Only one application can be submitted, per event, by an organization per fiscal year.

b) Applicants may apply more than once in the same fiscal year, provided that the applications are not for the same event.

c) Applicants are not eligible to receive additional Municipal grant funding for the same event.

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

Endorsement / Special Conditions

8 a) N/A for this grant type.

Funding Amount Limit

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

Approval Process and Procedures

~~A completed, signed application form is required~~

10 a) Applications must be received by June 1, and may be granted annually requesting more than \$2,500 require Council's approval.

~~Applicants must submit a proposed program budget, including total revenues from all sources~~

MODL Community Grant Program/Sponsorship Request  
Policy MODL 043

- ~~— Applicants must include a profile of the organization, including the people/community to be served by the event and explain how the event will be of benefit to the community~~
- ~~— Applicants must agree to recognize the Municipality for its contribution (e.g. banner, public announcement, sign)~~
- ~~— Applications are approved by the Finance Committee (amended Jan. 26/16 & Oct. 23/18)~~

Funding

Applicants are eligible for up to 75% of the total cost 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 event to a maximum of \$250.00~~

~~The grant may be issued in advance released upon approval with sufficient documentation.~~

~~(amended Sept. 23, 2014)~~

Documents Required for Application to be considered complete

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

**Schedule 41 – Major Recreation Capital**

**ELITE ATHLETE TRAVEL**

The Municipality of the District of Lunenburg offers an Elite Athlete Travel Grant to assist individuals, teams or groups with travel expenses when competing at International events. An elite athlete is defined as a person who commits significant time to training and competing in their sport as either an individual or team member, and is recognized by their National Sporting Association as a representative of Canada eligible to compete at the highest level internationally.

**Grant Purpose**

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

**Funding Use**

- Funding can be used only towards travel costs (e.g. flight, accommodations, meals)
- Funds cannot be used to attend training
- Funds cannot be used towards travel that occurred before the application was submitted
- Funds cannot be used towards the travel costs for people accompanying the athlete

**Eligibility**

- An elite athlete as defined above
- A resident within Lunenburg County
- A member of the National Sporting Association
- Travelling to compete at an International Event
- If an elite athlete is under suspension, sanction or investigation for an anti doping rule violation they would not be eligible for funding

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.

MODL Community Grant Program/Sponsorship Request  
Policy MODL 043

- c) Membership based, not-for-profit organizations providing an annual adult membership of \$125 or less.
- d) Membership based, not-for-profit organizations for Youths or Seniors.
- e) Churches / Church Halls that serve a community hall purpose (beyond congregational uses) or have an outdoor space used for public recreational purposes.
- f) Fire Departments / Fire Halls that serve a community hall purpose (beyond firefighting services) or have an outdoor space used for public recreational purposes.
- g) Municipally, Provincially or Federally registered Heritage Property, within MODL, used for community purposes.

Ineligible Applicants

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

Application Deadline

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

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

Completion Requirements & Grant Extensions

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

Funding Frequency

- 7 a) Only one application can be submitted per ~~athlete~~ 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

MODL Community Grant Program/Sponsorship Request  
Policy MODL043

- 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

- ~~A completed,~~ 10 a) Applications require Council's approval.
- b) If approved, 75% of the approved amount will be released (usually by June 30<sup>th</sup>).
- 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 is required.
- Applicants must submit a proposed budget, 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 31<sup>st</sup> of previous year.
- (ii) Proposed Income & Expense Budget (including total revenues/income from all sources)

- Applicants must include a letter from their National 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
- Applications will be reviewed by the Finance Committee and a recommendation will be forwarded to Council for approval (amended Jan. 26/16 & Oct. 23/18)

~~MODL~~ Community Grant Program/Sponsorship Request  
Policy MODL 043

- ~~Applicants must recognize the Municipality of the District of Lunenburg as a participating sponsor and make a report to Council upon the conclusion of their event. (Oct. 23, 2018)~~

Funding

- ~~Applicants are eligible for up to 75% of the total cost of the event to a maximum of \$2,000~~
- ~~Copies of receipts will be required to confirm the actual expenditure on travel and accommodations along with a list of revenue sources.~~
- ~~(amended Sept. 23, 2014)~~

(iii) The need for financial assistance must be demonstrated

**Schedule 44J – Pro Kids**

**Grant Purpose LEADERSHIP TRAINING**

The Municipality of the District of Lunenburg recognizes the value that volunteers and community leaders play in our communities and that building their capacity builds strong and vibrant communities. The leadership training grant is to help support volunteers and community leaders in receiving the training required to continue and expand programs, services and activities provided by so many community organizations.

**Funding**

- Funding can 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

**Eligibility**

- The applicant must be a resident of the Municipality of the District of Lunenburg and a member of a community volunteer organization
- The applicant must be willing to use the skills learned with the citizens of the Municipality of the District of Lunenburg
- The applicant can either be an individual or a community organization
- Eligible training may include courses, workshops, or seminars that will develop skills and knowledge for coaches, instructors, leaders and volunteers
- Hotel, travel costs, fire ground operations and/or medical first response training are not eligible
- Training that has been obtained before the submission of the application will not be eligible.

**Procedures**

- The applicant must submit a completed, signed, application form
- Applications will be received throughout the year
- Applications are approved by the Recreation Director or Program Coordinator

**Funding**

- Applicants are eligible for up to 50% of the total cost of training to maximum of \$200.00
- Applicants are responsible to pay for the initial training costs and are required to submit a copy of receipts and certifications. Upon receipt, a reimbursement cheque will be issued for the approved amount of funding. (amended Sept. 23, 2014)

**Schedule N**  
**EVENTS PROMOTION**

The Municipality of the District of Lunenburg offers an EVENTS PROMOTION GRANT to assist Not for Profit organizations in hosting and/or delivering Events within or in close proximity to the District.

**Grant Purpose:**

- The primary purpose of the EVENTS PROMOTION GRANT is to attract new large scale events to the area that demonstrate a net Economic Impact to the District of Lunenburg.
- Existing Events may apply to the EVENT PROMOTION GRANT but they must demonstrate how the funds will allow the event to expand, increase the economic impact to the area and attract new visitation to the area.

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**

- An event that 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 attract 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**

MODL-Community Grant Program/Sponsorship Request  
Policy MODL 043

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 and spectators.

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 the District and beyond 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.

Eligibility

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

**Schedule K – Sponsorship Ad Request / Donation of Prizes**

**Grant Purpose**

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

**Funding Use**

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

**Eligible Applicants**

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

~~Events can be within or in close proximity to the District.~~

New d) Membership based, not-for-profit organizations for Youths or Seniors.  
e) Municipally, Provincially or Federally registered Heritage Property, within MODL, used for community purposes.  
f) Churches / Church Halls with active, not-for-profit status.  
g) Fire Departments / Fire Halls with active, not-for-profit status.

**Ineligible Applicants**

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

**Application Deadline**

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

**Completion Requirements & Grant Extensions**

- 6 a) Projects, events must demonstrate true economic impact or initiatives commenced prior to application will not be considered.

MODL-Community Grant Program/Sponsorship Request  
Policy MODL 043

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 District responsible staff person, with notification to Municipal Council.  
Existing events must demonstrate how b) If approved, 100% of the funds approved amount/prizes will allow be released.  
c) Collection of prizes will be arranged through the event responsible staff person.

Documents Required for Application to expand, increase the economic impact be considered complete

- 11 a) Completed and attract new visitors signed application form (Applications under \$100 or less, can submit an email instead for review by staff).  
Applicants must demonstrate the 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  
- Council must deem the event to be within its mandate.

**Schedule L – Youth Travel**

**Grant Purpose**

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

**Funding Use**

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

**Eligible Applicants must demonstrate that the project contributes**

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

**Ineligible Applicants**

- 4 a) **Individual**  
(i) Non-resident of Municipality.
- b) **Team/Group**

~~MODL~~ Community Grant Program/Sponsorship Request  
Policy MODL 043

~~(i) Less than 50% of the participants are eligible to receive 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 once in a fiscal year for the same event type.~~

~~— An applicant may apply more than once within the same fiscal year, provided that the applications are not for the same event.~~

Funding Frequency

~~7 a) Only one application can be submitted per individual or team/group per fiscal year.~~

~~b) Applicants who have received funding in previous years should not assume funding each year.~~

Endorsement / Special Conditions

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

Recognition

~~9 a) Applicants must agree to recognize the Municipality of the District of Lunenburg for its contribution (e.g. logo, banner, public announcement, sign).~~

~~— Applicants are not eligible to receive additional Municipal funding for the same event. (Oct. 23, 2018)~~

Procedures

~~— A completed, signed application form is required.~~

~~— Applicants must submit a proposed program budget, including total revenues from all sources.~~

~~— Applicants must include a profile of the organization, including the people/community to be served by the event and explain how the event will be of benefit to the community.~~

~~— Applicants will need to include how the event provides economic impact to the District.~~

~~— Applications not to exceed \$2,500 will be approved by the Economic Development Officer and notification sent to Council.~~

~~— Applications greater than \$2,500 will be reviewed by the Finance Committee and a recommendation will be forwarded to Municipal Council for approval. (Oct. 23, 2018)~~

~~— Applications will be handled on a first come first serve basis.~~

MODL Community Grant Program/Sponsorship Request  
Policy MODL 043

~~Applicants must recognize the Municipality of the District of Lunenburg as a participating sponsor (e.g. logos, brochures, programs, advertisements).~~

**Funding Amount Limit**

Applicants are eligible for up to one third (1/3) ~~10~~ a) **Individual**

~~(i) Funding will not exceed 50% of the total cost/travel budget, to a maximum of \$75 for provincial events and \$200 for national and international events.~~

~~(b) **Team/Group**~~

~~(i) Funding will not exceed 50% of the project total travel budget, to a maximum of \$20500 for provincial events and \$1,000 for national and international events.~~

~~Upon approval of a grant, the recipient can request 75% of the grant upon project start. The final 25% is available upon proof that the project is complete with a final report and budget.~~

~~The grant may be issued in advance with sufficient documentation.~~

(amended July 25, 2017)

**Approval Process and Procedures**

11 a) Applications will be reviewed and approved/denied by the responsible staff person, with notification to Municipal Council.

b) If approved, 100% of the approved amount will be released.

**Documents Required for Application to be considered complete**

12 a) Completed and signed application form

b) Financial information

(i) Proposed trip Income & Expense Budget including copies of receipts will be required to confirm the actual expenditure and showing income from all sources.

(ii) The need for financial assistance must be demonstrated

(iii) Confirmation of representation must be submitted from the sporting or competition body and/or school.

Council  
Item: #11.2.3  
Date: January 10, 2023  
Authorization: T. MacEwan



## Municipality of the District of Lunenburg

### Request for Decision

**Report to:** Municipal Council  
**Submitted by:** Tissy Bolivar, Program Coordinator  
**Date:** January 10, 2023  
**Re:** Bridgewater Curling Club Sponsorship Requests

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#### Recommendation

That Municipal Council approve the sponsorship ad request of the **Bridgewater Curling Club** for **\$143.75**, for the **“Lead” level sponsorship**, for their annual promotional campaign.

That Municipal Council approve the sponsorship ad request of the **Bridgewater Curling Club** for **\$200**, for a full-page ad for the Nova Scotia Police Curling Championship booklet.

#### Executive summary

Two requests were received from the Bridgewater Curling Club.

First, to continue our sponsorship in their facility. Their application was complete, meets required grant criteria, and will support the club to continue their operations. The funds raised through this campaign will be allocated to advertising, website upkeep, signage, and administration.

Second, the Bridgewater Curling Club will be hosting the Nova Scotia Police Curling Championship from January 19-22, 2023 and are seeking a full-page sponsorship ad in

the program booklet. In addition to sponsoring the event monetarily, they are asking for a welcome letter to be added to the booklet on behalf of the Municipality as well as for the Mayor to attend the opening ceremonies to say a few words.

As per policy MDL-43, organizations are eligible for a maximum of \$500/year.

### **Discussion**

For the “Lead” level of sponsorship, a 2’x 2’ sign will be displayed at the Bridgewater Curling Club’s ice level for the 2022-2023 season. Also, MODL will be acknowledged on a sponsor sign located at the Bridgewater Curling Club entrance, as well as being listed on the club’s website. The club services both town and municipal residents.

The Municipality sponsored the Bridgewater Curling Club with a sponsorship ad grant in 2018-2019 and 2019-2020 for the same request. They did not put forward a request in 2021-2022. The sign in place consists of the Municipal logo as well as the PRO Kids logo (as seen in photo).



The Nova Scotia Police Curling Provincial Championship, being hosted at the club January 19-22, 2023, will see the winner advance to represent Nova Scotia Police in Levis, Quebec in April 2023. Funds raised help cover costs for the event, support the winner to go to the National Championship, and are donated to the Tourette Syndrome Foundation of Canada as their charity of choice.

### **Budget implications**

The annual budget for the Sponsorship Ad Grants is \$6,000. To date, \$2,615 has been awarded.

### **Alternatives**

Not to provide Sponsorship Ad Grants to the Bridgewater Curling Club.

## Conclusion

The applications put forward by the Bridgewater Curling Club meet required criteria for the Sponsorship Ad Grant and it is recommended by staff to approve both requests put forward.

<b>Report Preparation</b>	
<b>Department</b>	Recreation
<b>Report Prepared by</b>	Tissy Bolivar, Program Coordinator
<b>Report Approved by</b>	Trudy Payne, Director of Recreation, Parks & Tourism
<b>Date Reviewed by C.A.O.</b>	



# Lunenburg Queens Regional Triage Report

## Triage BR&E Report

November 2022



## Overview



### Background

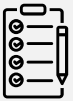
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- Three municipalities in Southwest Nova Scotia completed parallel business satisfaction surveys to understand how to best support local businesses.
- Three regions were included in the data: the Municipality of the District of Lunenburg, the Municipality of Chester, and the Region of Queens Municipality. The survey received 280 completes (100 from Lunenburg, 100 from Chester, and 80 from Queens).
- Business retention and expansion (BR+E) activities can be employed to ensure business needs are monitored and addressed; however, engagement can be time consuming and complex.
- The Triage BR&E Surveys were commissioned to engage the broader business community, while also allowing for the identification of potential expansion or retention opportunities for follow-up on a business-by-business basis.

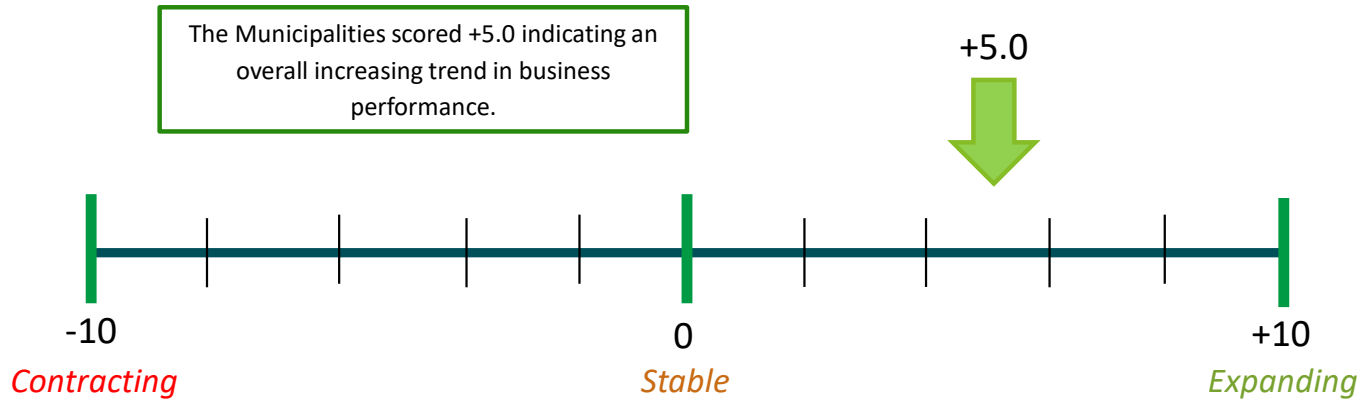


# Business Performance

## Business Performance



The Business Performance Forecast is a metric created by combining the five business performance questions. It considers the changes in staff, revenue and attitudes among businesses in the region for an overall directional picture of the business climate in the area.

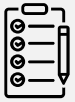


	MODL	Chester	Queens
<b>Business Performance Forecast Score</b>	+5.2	+5.2	+4.7

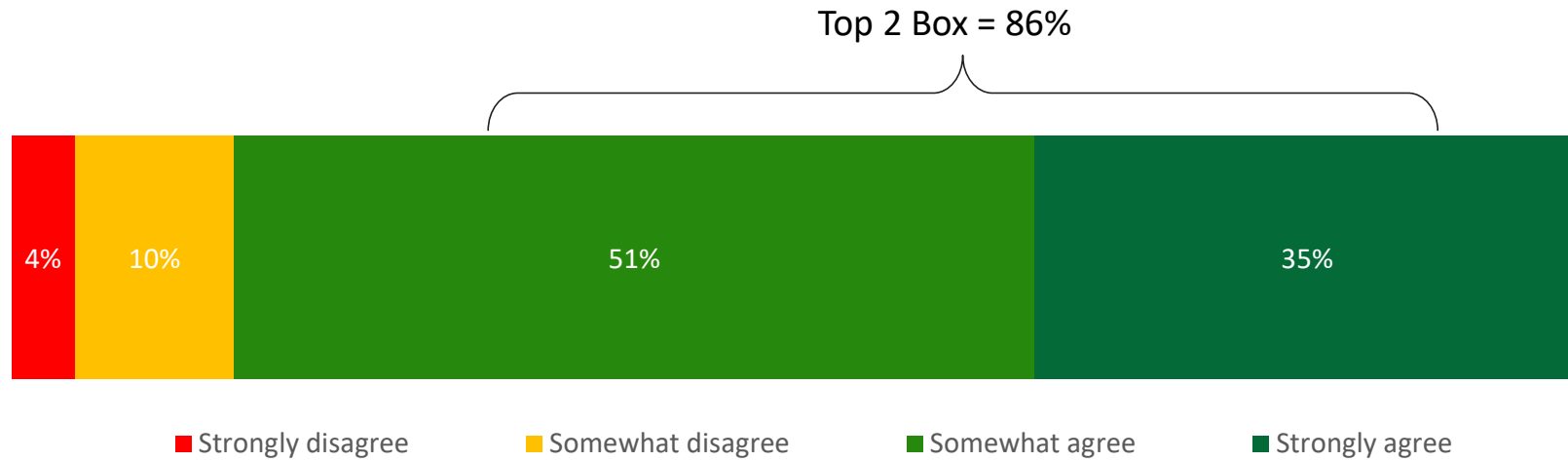


# Net Promoter Score

## Community Recommendation

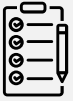


Please rate the level to which you agree or disagree with the following statement: I would recommend this Municipality to another business looking to expand or relocate. (Full Region, N=280)



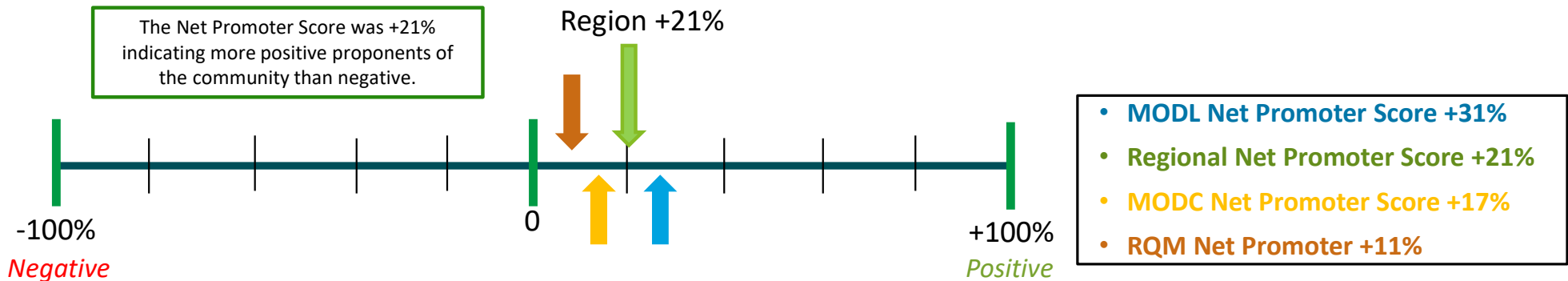
	MODL (N=100)	Chester (N=100)	Queens (N=80)
<b>Top 2 Box</b>	91%	84%	82%

## Net Promoter Score



**Net Promoter Score: Based on response to the following statement – “I would recommend this region to another business looking to expand or relocate.” (Full Region, N=280)**

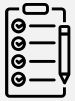
Group	Definition	Response to question	Percentage
Promoters	Active proponents of the community	Strongly Agree	35%
Passives	Neutral businesses	Somewhat Agree	51%
Detractors	Businesses with a negative opinion that may harm branding efforts	Somewhat Disagree or Strongly Disagree	14%





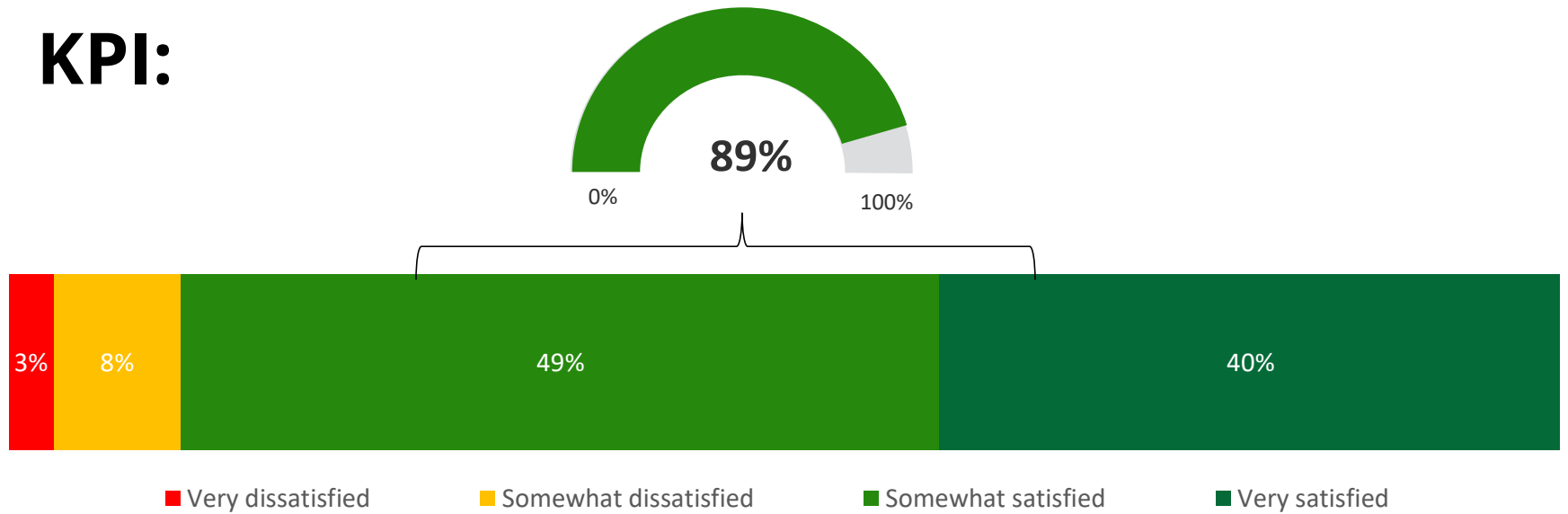
# Key Performance Indicator (KPI)

## Key Performance Indicator (KPI)



Overall, how satisfied are you with The Municipality as a place to own and operate a business? (Full Region, N=280)

**KPI:**



	MODL (N=100)	Chester (N=100)	Queens (N=80)
<b>Top 2 Box</b>	95%	87%	84%

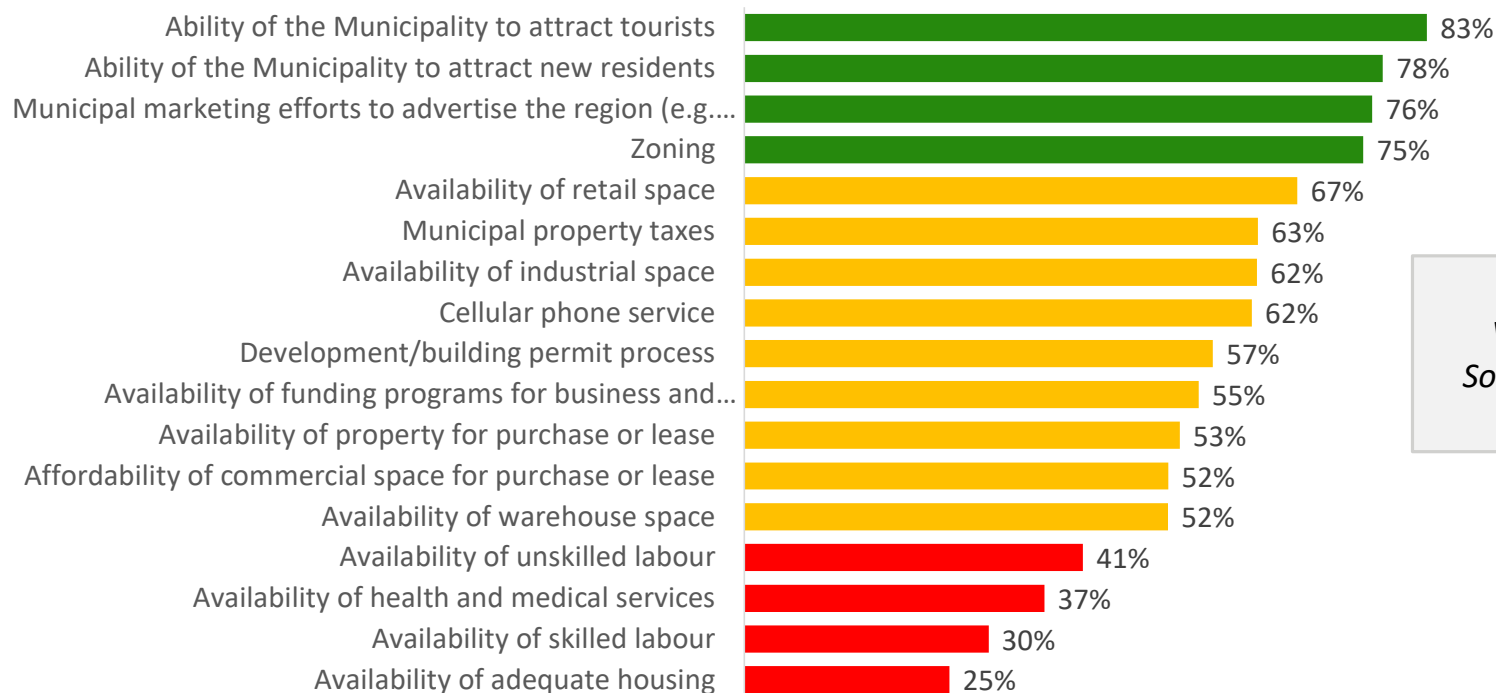


# Satisfaction Levels

## Satisfaction Levels



How satisfied you are with each of the following factors of doing business in the Community? (Full Region, N=280)



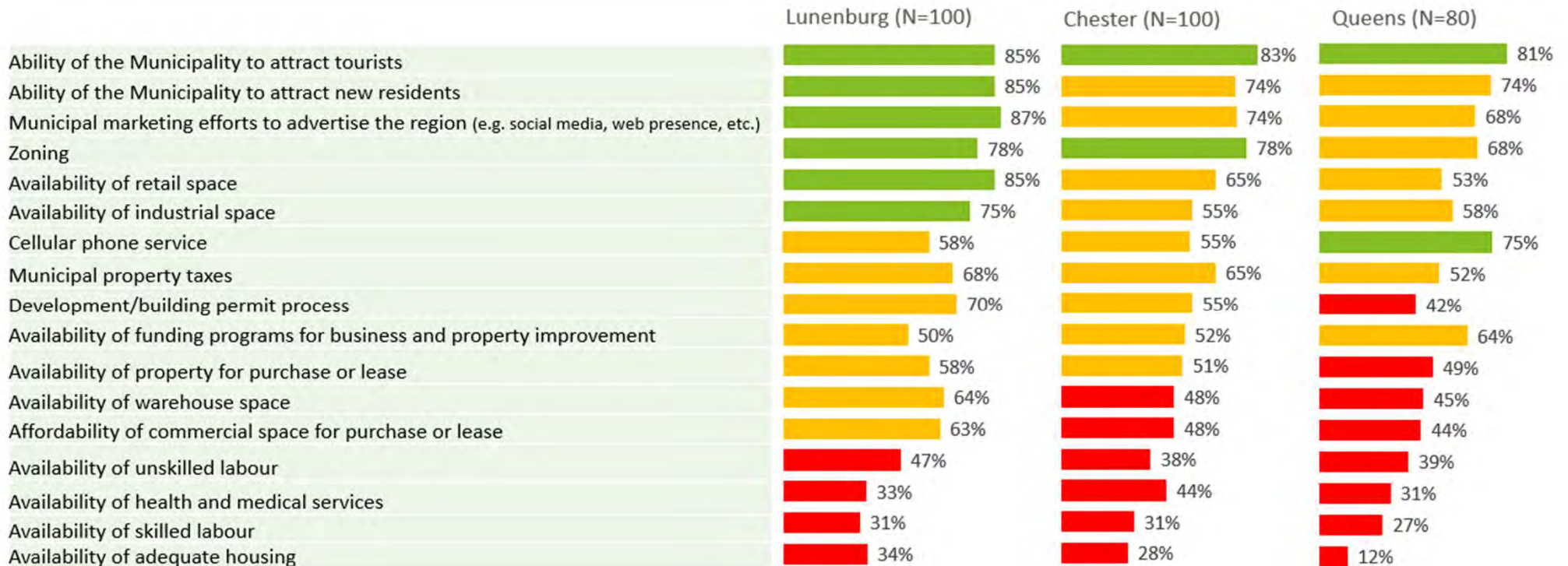
**Top two box:**  
Very Satisfied &  
Somewhat Satisfied  
combined.



## Satisfaction Levels



How satisfied you are with each of the following factors of doing business in the Community? (N=280)





## Derived Importance & Priority Matrix

## Derived Importance & Priority Matrix

### Derived Importance

- A statistical calculation of importance
- Far more accurate relative to asking importance
- Calculates the correlation coefficient of business factors with the KPI
- Factors with a high derived importance will have the greatest impact on the KPI

### Priority Matrix


- A list of business factors to focus efforts
- Each priority is calculated using the level of satisfaction and the importance of each item (Derived Importance)
- Factors with lower satisfaction scores and higher importance become the top priorities
- Making improvements to the top priorities will have the greatest impact on improving the overall KPI

Example:




## Priority Matrix Regional Results

Factor	Performance	Importance	Priority Rank
Availability of adequate housing	25%	6.1	1
Availability of skilled labour	30%	6.3	2
Availability of unskilled labour	41%	6.5	3
Availability of warehouse space	52%	7.8	4
Development/building permit process	57%	8.7	5
Affordability of commercial space for purchase or lease	52%	7.7	6
Availability of health and medical services	37%	5.8	7
Availability of funding programs for business and property improvement	55%	8.2	8
Availability of property for purchase or lease	53%	7.0	9
Availability of industrial space	62%	7.7	10
Municipal property taxes	63%	7.5	11
Availability of retail space	67%	7.5	12
Cellular phone service	62%	5.8	13
Municipal marketing efforts to advertise the region (e.g. social media, web presence, etc.)	76%	8.9	14
Zoning	75%	7.7	15
Ability of the Municipality to attract new residents	78%	7.5	16
Ability of the Municipality to attract tourists	83%	8.2	17



Higher Priority



Lower Priority

## Priority Matrix

### MODL

Factor	Priority Rank
<b>Availability of health and medical services</b>	<b>1</b>
<b>Availability of adequate housing</b>	<b>2</b>
<b>Availability of funding programs for business and property improvement</b>	<b>3</b>
<b>Availability of skilled labour</b>	<b>4</b>
<b>Availability of unskilled labour</b>	<b>5</b>
<b>Availability of property for purchase or lease</b>	<b>6</b>
<b>Cellular phone service</b>	<b>7</b>
<b>Affordability of commercial space for purchase or lease</b>	<b>8</b>
<b>Availability of warehouse space</b>	<b>9</b>
<b>Development/building permit process</b>	<b>10</b>
Municipal property taxes	11
Availability of industrial space	12
Zoning	13
Ability of the Municipality to attract tourists	14
Municipal marketing efforts to advertise the region (e.g. social media, web presence, etc.)	15
Ability of the Municipality to attract new residents	16
Availability of retail space	17

### Chester

Factor	Priority Rank
Availability of adequate housing	1
Availability of skilled labour	2
Availability of funding programs for business and property improvement	3
Development/building permit process	4
Availability of warehouse space	5
Affordability of commercial space for purchase or lease	6
Availability of property for purchase or lease	7
Availability of unskilled labour	8
Availability of industrial space	9
Availability of health and medical services	10
Availability of retail space	11
Cellular phone service	12
Municipal property taxes	13
Municipal marketing efforts to advertise the region (e.g. social media, web presence, etc.)	14
Ability of the Municipality to attract new residents	15
Ability of the Municipality to attract tourists	16
Zoning	17

### Queens

Factor	Priority Rank
Availability of unskilled labour	1
Availability of health and medical services	2
Availability of warehouse space	3
Affordability of commercial space for purchase or lease	4
Availability of adequate housing	5
Availability of retail space	6
Development/building permit process	7
Availability of skilled labour	8
Availability of industrial space	9
Municipal property taxes	10
Availability of property for purchase or lease	11
Municipal marketing efforts to advertise the region (e.g. social media, web presence, etc.)	12
Availability of funding programs for business and property improvement	13
Zoning	14
Ability of the Municipality to attract new residents	15
Ability of the Municipality to attract tourists	16
Cellular phone service	17



# Business Community Health Index

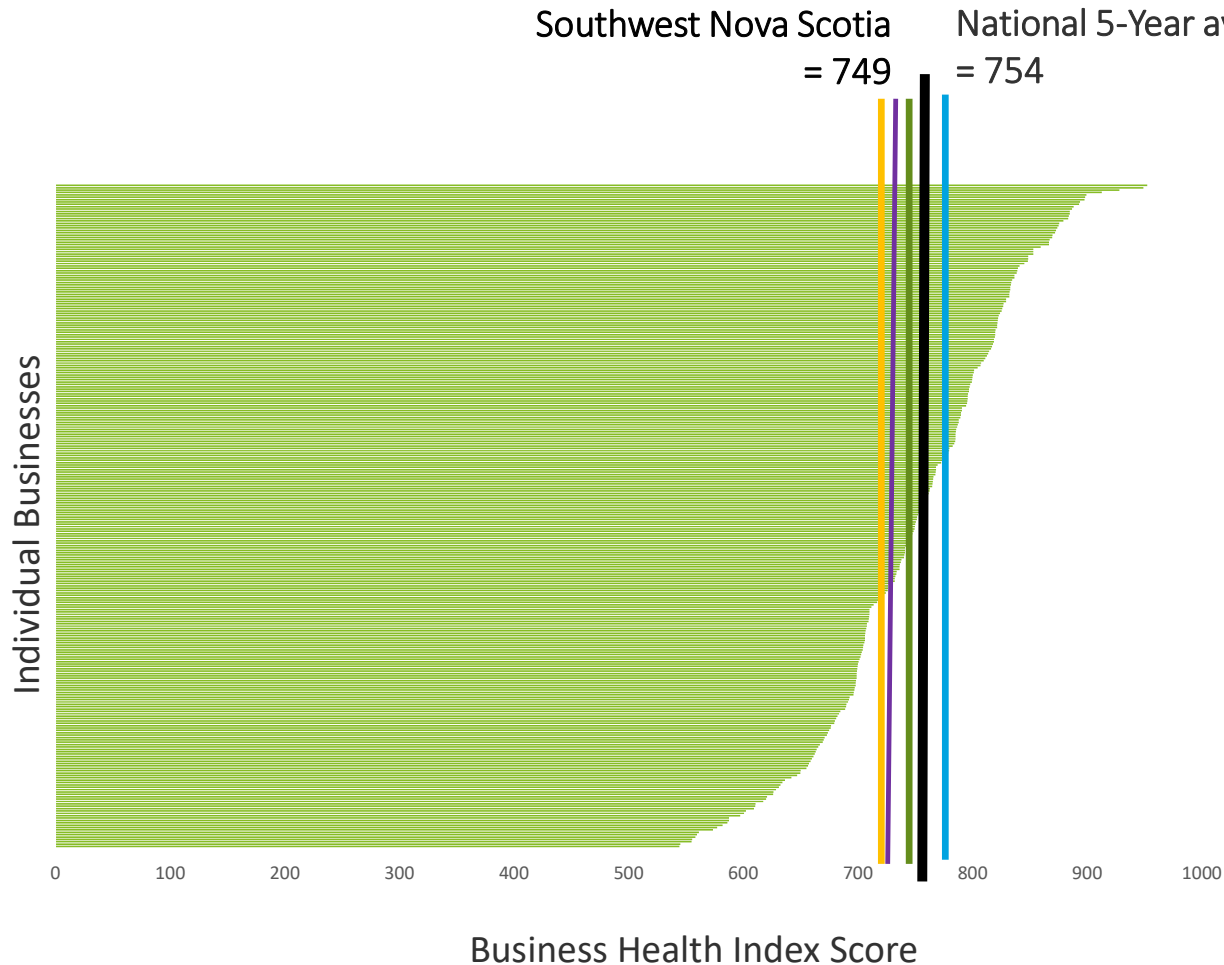
## Community Business Health Index



*Using the results of this business survey, Deloitte combines the questions into a proprietary Community Business Health Index which is the combination of the following nine sub-scores:*



## Community Business Health Index



The region scored well on the Community Business Health Index. This index is based on several factors:

- MODL Index – 765
  - **National Avg Index - 754**
  - Regional Index - 749
  - MODC Index - 746
  - RQM Index - 735
- The region outperformed the national average on businesses' ratings of many of the Business Health Index sub-scores, including: historical revenue changes, community recommendation and changes in business attitudes.
  - Some indicators that were rated relatively lower in the region compared to the national average included Workforce Attraction and Retention measures and Infrastructure and Amenities.

Thank You



## Municipality of the District of Lunenburg

### Report to Council

**Report To:** Municipal Council  
**Submitted By:** Jeff Merrill, MCIP, LPP, Director of Planning & Development Services  
**Date:** January 10, 2023  
**Re:** Transfer of Provincial Flood Risk Funds

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The province funded the municipality \$170,000 in this fiscal year to manage a flood line mapping project for the Herring Cove - Medway primary watershed. The request for proposal (RFP) to hire a consultant to carry out the work was on the November 8th council meeting however Council removed the award of RFP 2022-05-402 Flood line mapping for the Herring Cove - Medway primary watershed before approving the agenda.

At Council's November 22, 2022 meeting Council passed a motion directing staff to stop all work on flood risk engagement and regulations. In discussions with provincial staff regarding flood risk it was suggested that if MODL was not going to continue with the flood risk project this fiscal year that MODL could transfer the funds to another municipality who would be able to spend the funds. Provincial staff were concerned that if the funds are not spent it would reduce the future funding amount they receive for flood risk projects from the federal government.

Provincial staff have asked if MODL would be willing to transfer the provincial funding to St. Mary's Municipality. Given Council's November 22nd motion MODL staff indicated that MODL would be prepared to transfer the provincial funds to St. Mary's Municipality and have taken steps to transfer the provincial funds upon receipt of a request from the Minister of NS Municipal Affairs and Housing.

To have the provincial funds removed from our budget Council needs to pass the following motion:

**That Council authorize the transfer of \$170,000 in provincial flood risk funding to another municipality as requested by the Province.**

Report Preparation	
Department	Planning & Development Services
Report Prepared by	Jeff Merrill, Director of Planning & Development Services
Report Approved by	
Date Reviewed by C.A.O.	

**Council**  
Item: #11.4.2  
Date: January 10, 2023  
Authorization: T. MacEwan



## **Municipality of the District of Lunenburg**

### **Request for Decision**

**Report to:** Council  
**Submitted by:** Elizabeth Carr, Planner I  
**Date:** January 10, 2023  
**Re:** Amendment Application: Blockhouse Land Use Bylaw  
Boulangerie La Vendeene bakery – PID 60220076

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### **Recommendation**

**That Council refer the Boulangerie La Vendeene bakery amendment application to the Blockhouse Area Advisory Committee for review and recommendation to the Planning Advisory Committee and further direct staff to hold an information session for the amendment application per MODL Policy 066 – Public Engagement Policy.**

### **Discussion**

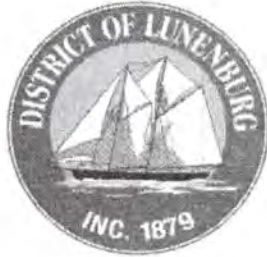
An application was received by Planning & Development Services from Boulangerie La Vendeene bakery requesting an amendment to the Blockhouse Land Use Bylaw (LUB) to permit the addition of an ice cream shack on the property.

The subject property is located at 500 NS-325 in Blockhouse (PID: 60220076) and is zoned RU for Blockhouse Rural. Boulangerie La Vendeene has been a functioning bakery since 2017 via a previous development agreement, last amended in 2020. The applicant has requested an amendment to the Blockhouse LUB to add the property to Schedule “B” allowing for the expansion of ‘food related’ uses in the future by site plan.

In planning areas with Area Advisory Committees, Council’s policy is to refer the matter to the local Area Advisory Committee for review and recommendation to the municipality’s Planning

Advisory Committee. It is recommended that Council direct staff to hold a public information session prior to preparing a report to the Blockhouse Area Advisory Committee.

Report Preparation	
<b>Department</b>	Planning & Development
<b>Report Prepared by</b>	Elizabeth Carr, Planner I
<b>Report Approved by</b>	Jeff Merrill, MCIP, LPP, Director of Planning & Development Services
<b>Date Reviewed by C.A.O.</b>	



## **Application for a variance, a development agreement, or an amendment to a planning strategy or a land use by-law**

### **Contact information**

Address: Municipality of the District of Lunenburg, 10 Allée Champlain Drive, Cookville, Nova Scotia, Canada, B4V 9E4

Variance contact: (902) 541-1334 or [norma.schiefer@modl.ca](mailto:norma.schiefer@modl.ca)

Other contact: (902) 530-3480 or [byungjun.kang@modl.ca](mailto:byungjun.kang@modl.ca)

General contact: (902) 541-1351 or [planning@modl.ca](mailto:planning@modl.ca)

### **Application form**

All sections must be completed. write "N/A" on those questions that are not applicable.

#### **1. Site information**

- A. Civic number: 500
- B. Street name: Highway 325
- C. Community: Blockhouse
- D. Planning area: Blockhouse
- E. Zone: RU
- F. Property ID: 60220076

## 2. Purpose of application

- A. Purpose: Purpose: Land use by-law – amendment (\$525 + \$500 )
- B. Current use of land: Bakery (Food Manufacturing, limited service eating place a
- C. Proposed use of land: add an ice cream shack (take out stand)
- D. Description of proposed work or use: Addition of a 12' x 16' building to serve as a take out ice cream shack
- E. Reason why complying to a by-law is not possible (please explain in detail):

Current development agreement on property does not allow for the addition of a new structure without amendment to the Development Agreement.

Requesting an amendment to the Land Use By-law to add the property to Schedule B to allow expansion of 'food related' uses by site plan. The Bakery has been established in 2017 with an amendment to the Development Agreement in 2020. Further addition of related uses will require an amendment each time. By adding the property to Schedule B as an identified established use will allow for expansion by site plan if it is related to the current food uses.

Attached supporting building/development permit applicaiton with site sketch.

**Note: Please attach a concept site plan or a sketch of proposed development.**

### 3. Landowner

- A. First name:
- B. Last name or corporation: Boulangerie La Vendeene incorporee
- C. Civic number: [REDACTED]
- D. Street name: [REDACTED]
- E. Community: [REDACTED]
- F. Province: [REDACTED]
- G. Postal code: [REDACTED]
- H. Telephone number: [REDACTED]
- I. Email address: [REDACTED]

### 4. Applicant

**Note: Owner skip this section and go to 5. Declaration of applicant**

- A. Type: Type of Applicant: Owner
- B. First name:
- C. Last name or corporation:
- D. Civic number:
- E. Street name:
- F. Community:
- G. Province:



H. Postal code:

I. Telephone number:

J. Email address:

**5. Declaration of applicant**

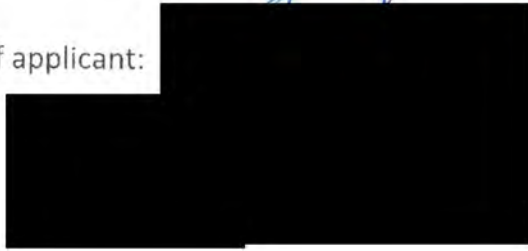
I declare that:

1. I am the landowner or have a written authorization from the landowner; and
2. the information contained in this application is true to the best of my knowledge.

Date (yyyy-mm-dd):

29 / 11 / 2022

Signature of applicant:



# Municipality of the District of Lunenburg

## Council Policy

<b>Title:</b> <b>Public Engagement Policy</b>	
<b>Policy No.</b> 066	<b>Legislative authority:</b> <b>Municipal Government Act, Sections 203-207 and 214</b> <b>Minimum Planning Requirements Regulations, Sections 3-4</b> <b>Engagement Programs Content Regulations</b>
<b>Effective date:</b> July 14, 2020	<b>Amended date:</b> April 26, 2022

### Preamble

Whereas the public engagement is a critical part of the Municipality's planning process;

And Whereas the Municipality is responsible for seeking the public opinions about the proposed planning documents, such as the Municipal Planning Strategy, Land Use By-law, Subdivision By-law, and their amendments;

And Whereas the **Municipal Government Act** mandates the Municipality to identify opportunities and to establish ways and means of seeking the public opinions, as well as to complete the public participation program before placing the first notice for a public hearing;

And Whereas the **Municipal Government Act** and the **Engagement Programs Content Regulations** further mandates the Municipality to engage with abutting municipalities when the Council is adopting or amending the Municipal Planning Strategy; <amended 2022-04-26>

And Whereas the **Minimum Planning Requirements Regulations** mandate the Municipal Planning Strategy to provide for public consultation and notice during its plan review;

And Whereas the **Minimum Planning Requirements Regulations** allow the Municipal Planning Strategy to provide a general direction on engaging with provincial and federal departments, First Nations communities, and non-abutting municipalities:

## Title

- 1 This Policy is titled the **Public Engagement Policy**. [\[amended 2022-04-26\]](#)

## Definitions

- 2 In this Policy,
  - (a) "Act" means the **Municipal Government Act**; and
  - (b) "planning document" means the Municipal Planning Strategy, Land Use By-laws, Subdivision By-law, development agreements and their amendments, including rezoning. [\[amended 2022-04-26\]](#)

## Inclusive engagement and exceptions

- 3 Municipality must facilitate the involvement of public to encourage public participation on a planning matter in a variety of formats as much as feasible, except when the public participation is
  - (a) excessively or intentionally delaying the process of approving a planning document after reasonable engagement; or
  - (b) placing a financial burden on the Municipality.

## Access to information

- 4
  - (1) Except for the information on planning matters stated under subsection 203(1) of the Act, all available information related to a proposed planning document must be accessible by the public.
  - (2) [\[repealed 2022-04-26\]](#)

## Online engagement

- 5
  - (1) In addition to the public notice requirements under this Policy or the Act, the Municipality must post information in subsection 4(1) and a public notice related to a proposed planning document on the official website, online engagement website, or social media platform operated by the Municipality. [\[amended 2022-04-26\]](#)
  - (2) The online websites and platforms in subsection (1) are considered as conspicuous places under the Act.

## Ad-hoc planning committees

- 6 [\[repealed 2022-04-26\]](#)

### **Public opinion poll**

- 7 Council may direct staff to seek public opinion on a planning matter before a proposed planning document is submitted to the Planning Advisory Committee, such as by conducting an opinion poll.

### **Public information session**

- 8 (1) Council may hold, or direct staff or a committee of Council to hold, a public information session to discuss with the public about a planning matter.
- (2) The Municipality must hold a public information session to discuss with the public about a proposed planning document if the planning document is the Municipal Planning Strategy or the Subdivision By-law. <replaced 2022-04-26>
- (3) If a public information session is held under subsections (1) or (2), the Municipality must hold at least 1 session before the proposed planning document is submitted to the Planning Advisory Committee.

### **Public notice of public information session**

- 9 (1) The notice of a public information session must be posted in a conspicuous place in the Municipality, which must
- (a) state the date, time, and place set for the public information session and a subsequent meeting of the Planning Advisory Committee;
  - (b) identify the area affected by the proposed planning documents; and
  - (c) give a synopsis of the proposed planning document.
- (2) The notice and its supplementary document in subsection (1) must be posted at least 5 days before the first public information session is held.
- (3) Upon the publication of a notice in subsection (1), the Municipality must solicit comments from an abutting municipality by sending a copy of the notice to the clerk and the director in charge of planning of the abutting municipality.
- (4) Upon the publication of a notice in subsection (1), the Municipality must solicit comments from stakeholders, such as police, fire, emergency health service, provincial departments of environment and public works, and water utility.
- (5) Upon the publication of a notice in subsection (1), the Municipality must solicit comments from neighbours by sending a copy of the notice to the affected landowners within 30 metres from the boundary of a proposed site.

[replaced 2022-04-26]

### **Public notice of the Planning Advisory Committee**

- 10**     **(1)**     The notice of a Planning Advisory Committee meeting must be posted in a conspicuous place in the Municipality, which must
- (a)     state the place where, and the hours during which, the proposed documents may be inspected by the public;
  - (b)     state the date, time, and place set for the meeting;
  - (c)     identify the area affected by the proposed planning documents; and
  - (d)     give a synopsis of the proposed planning document.
- (2)**     The notice and its supplementary document in subsection (1) must be posted at least 5 days before the Planning Advisory Committee meeting.

[replaced 2022-04-26]

### **Notification of rezoning by re-designation to affected landowners**

**11**     [replaced 2022-04-26]

### **Public input at a Council or its committee meeting**

- 12**     Municipality must reserve time on a meeting held by the Council, a committee of Council, or a municipal staff for a presentation, commentary, or question from the public on a planning matter. [amended 2022-04-26]

### **Limiting engagement program to areas impacted**

- 13**     Subject to Section 14, an abutting municipality means, for the General Service Areas of
- (a)     Cookville, Pine Grove, Oakhill, Dayspring, Conquerall Bank, Hebbville, Wileville, Auburndale, and Lower Branch, the Municipality of the Town of Bridgewater;
  - (b)     Lilydale, Deans Corner, First Peninsula, Garden Lots, Masons Beach, First South, and Centre, the Municipality of the Town of Lunenburg;
  - (c)     Blockhouse, Clearland, Oakland, Maders Cove, and Fauxburg, the Municipality of the Town of Mahone Bay;
  - (d)     East Ironbound Island, Little Tancook Island, Big Tancook Island, Indian Point, Martins River, Clearland, Walden, Newburne, Maplewood, Parkdale, and Franey Corner, the Municipality of the District of Chester;
  - (e)     Pleasant River Lake, Colpton, New Elm, Molega Lake, Chelsea, Upper Chelsea, Waterloo, Lapland, Middlewood, East Port Medway, Voglers Cove, and Cherry Hill, the Municipality of the Region of Queens;
  - (f)     Pleasant River Lake and Cherryfield, the Municipality of the County of Annapolis;
  - (g)     Cherryfield, North River, Stanburne, Parkdale, and Franey Corner, the Municipality of the County of Kings; and

(h) those not included in clauses (a) to (g), not applicable.

[added 2022-04-26]

### Engagement with non-adjacent municipalities

- 14 An abutting municipality means all the other municipalities in Lunenburg County if a proposed planning document relates to
- (a) a topic associated with the statements of provincial interest; or
  - (b) a plan review required under Section 3 of the **Minimum Planning Requirements Regulations**.

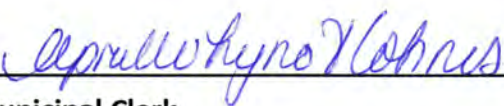

[added 2022-04-26]

### Consideration of comments

- 15
- (1) Subject to subsection (2), the Municipality must consider all comments received under subsections 9(3) and 9(4) at a Planning Advisory Committee meeting.
  - (2) If a comment is received after the Planning Advisory Committee meeting in subsection (1), then the Municipality may consider the comment at a first reading of Council.
  - (3) the Municipality must consider all comments received under subsection 9(5) at a public hearing or a public meeting before the public hearing.

[added 2022-04-26]

### Annotation for official by-law book

Date of notice to Council members	June 23, 2020
Date of passage of original Policy	July 14, 2020
Date of notice to Council members of intent to consider amendments	April 12, 2022
Date of passage of amendments	April 26, 2022
I certify that <b>MODL Policy 066 Public Engagement</b> was adopted by Municipal Council as indicated above.	
 Municipal Clerk	 Date