

## PURPOSE

The Municipality of East Hants (the ‘Municipality’) recognizes the importance and value of not-for-profit, community-based organizations. These organizations own or operate in facilities that provide recreational opportunities that benefit East Hants residents. Funding is available to assist with completing projects that support the maintenance and enhancements to their assets.

The objectives of the District Recreation Fund are to:

1. Support community-based organizations to maintain and enhance their recreation facilities;
2. Establish criteria to receive funding which is equitable and consistently applied;
3. Maintain accountability when dispersing public recreation funds; and
4. Support the vision and strategies of the Municipal strategic plans.

## SCOPE

The District Recreation Fund program provides funding for enhancements of assets to not-for-profit community-based organizations that own or operate in facilities, which provide recreational opportunities that benefit East Hants residents.

## DEFINITIONS

Term	Definition
Accessibility	The degree to which places, goods, services or information are usable by everyone.
Emergency Repairs	Repairs deemed necessary for the safety of people and property relating to major structural issues.
In-Kind Contribution	Goods, services, and labor of people that are received at no cost.
Not-For-Profit	An organization that provides a service to the community at-large without the objective of making a financial gain.

Term	Definition
Recreation	The experience that results from freely chosen participation in the physical, social, intellectual, creative, and spiritual pursuits that enhance individual and community well-being.
Registered Canadian Charitable Organization	A charitable organization registered pursuant to the <i>Income Tax Act</i> (Canada).

# POLICY

## POLICY STATEMENT

It is the policy of the Municipality to create and maintain a fund to support recreation developments within the bounds of the Municipality.

### 1. Eligibility

1.1. District Recreation Funds are available to non-profit organizations that:

- 1.1.1. Are registered under the Nova Scotia Joint Stocks or Registered as a Canadian Charitable Organization;
- 1.1.2. Operate facilities within the boundaries of the Municipality of East Hants and provide recreation services that are accessible to all residents; and
- 1.1.3. Own the land and associated assets or have long term guaranteed access. The Municipality may consider, an organization that has a long-term lease or can provide an acceptable alternative in accordance with section 5.3.6.

### 2. Eligible Projects

2.1. District Recreation Funds are designated to projects pertaining to:

- 2.1.1. Trail park and community playground development;
- 2.1.2. Indoor and outdoor sport and recreation facilities;
- 2.1.3. Community halls and recreation centres; excluding building, expanding and repairing a religious sanctuary;
- 2.1.4. Improvements to facility grounds;

- 2.1.5. Maintenance Equipment (i.e. lawn mowers);
- 2.1.6. Life-Cycle analysis and needs assessments;
- 2.1.7. Emergency Repairs at Council's discretion;
- 2.1.8. Equipment that enhances the ability to provide services at the facility. The equipment must have a minimum of \$1,000 in value and have a life span greater than five (5) years; and
- 2.2. Projects for or on properties used by the Chignecto Central Regional Center for Education (CCRCE) are eligible for District Recreation Funding, but will be subject to additional funding requirements as outlined in Section 3.5.
- 2.3. Funding approval is applicable for twelve (12) months. If the project is not actioned within this period, applicants must update the Municipality and may be required to reapply for funding.

### **3. Funding**

- 3.1. Council approval is required for disbursement of all District Recreation Funds.
- 3.2. Council will annually allocate District Recreation Funds to support this program on the basis of residential assessment per district and will annually carry over unused funds for each district allocation.
- 3.3. Organizations are automatically considered for 50% of project costs.
- 3.4. Projects for or on properties used by CCRCE may only be funded to a maximum of 33% of the total project cost. Any project on or for CCRCE used properties must include guaranteed access to the Municipality.
- 3.5. An organization's project budget may include "in-kind" contributions.

#### Eligible contributions include:

- 3.5.1. Project Planning Time is valued at the current hourly minimum wage in Nova Scotia to a maximum of \$500.00. Planning includes volunteer time related to fundraising, preparing grant applications and other planning activities related to the project;
- 3.5.2. Unskilled Labour for volunteers working directly on project is valued at the current hourly minimum wage in Nova Scotia;
- 3.5.3. Skilled Labour for qualified trades and professionals are valued at the current hourly minimum wage in Nova Scotia plus 50% or company book value by official invoice;

- 3.5.4. Equipment costs are based on the Nova Scotia Road Builders Association (NSRBA) Construction Equipment rental rates or an invoice reflecting the value of the donation;
- 3.5.5. Materials are valued at fair market value by means of an official invoice; and
- 3.5.6. Professional Services are valued at fair market value by means of an official invoice.
- 3.6. Organizations may receive up to 50% of a District's available funds.
- 3.7. Council may approve funding projects from multiple Districts. Special consideration will be given to projects that have facilities and users of facilities that service a large area of the municipality. Example; sporting associations, trail systems, destination parks, etc.
  - 3.7.1. In order to process a project that services multiple Districts, an organization may be required to submit additional details on users of their services. For example; place of residence.
- 3.8. In special circumstances, Council may contribute more than 50% of the total project cost or more than 50% of the funds not yet committed in the District Recreation Fund if:
  - 3.8.1. The applicant is the only organization maintaining a recreation facility in that district;
  - 3.8.2. There is evidence of significant community support demonstrated by written letters of support from the other eligible organizations;
  - 3.8.3. The project directly advances municipal plans; or
  - 3.8.4. At the direction of Council.
- 3.9. Costs incurred prior to project approval, except for project planning costs as outlined within this policy, are not eligible. Under exceptional circumstances, the CAO may provide permission to proceed with project expenses without committing Council to an approval.
- 3.10. A change of project scope must be requested in writing and approval received in writing from the Municipality prior to any expenses being incurred. Any scope changes that have not received prior approval may not be eligible for funding.
- 3.11. An initial installment of up to 90% will be paid upon project readiness and, where applicable, confirmation of other funding sources. The remaining payment will be made once the final report has been submitted and accepted as complete.

#### **4. Deadlines**

- 4.1. There are two (2) application deadlines. The first round being January 31 and the second round being April 30.
- 4.2. In order for an application to be processed, it must include all of the requested information as identified in the approved application requirements.

## **5. Application Requirements**

- 5.1. Applications for funding must be submitted and approved by Council prior to the start of a project.
- 5.2. Projects must comply with all Municipal, Provincial and Federal regulations.
- 5.3. In order for applications to be considered complete and ready to process, organizations must include:
  - 5.3.1. Proof of incorporation under the Societies Act and active with NS Registry of Joint Stocks;
  - 5.3.2. If applicable, proof of charitable registration status under the Income Tax Act;
  - 5.3.3. Organizations meeting minutes approving application submission;
  - 5.3.4. Signatures from two (2) organization executives;
  - 5.3.5. Proof of liability and property insurance;
  - 5.3.6. Deed, lease for a minimum of five (5) years, or an alternative deemed acceptable by the Department of Parks, Recreation & Culture;
  - 5.3.7. Organizational Financial Statement (most recent fiscal year);
  - 5.3.8. Proof of District Councillor awareness either through Councillor signature on the application or confirmation that the Councillor has been notified by email.
    - 5.3.8.1. In situations where users are known to be from multiple districts the applicant will be required to indicate as such on the application. The Councillor for the district in which the facility is located will be notified as in section 5.3.8. In addition, all of Council will be notified of the application by staff as part of the application review process.
  - 5.3.9. Project plan that includes:
    - 5.3.9.1. Project description;
    - 5.3.9.2. Project budget (expenses & revenues);
    - 5.3.9.3. Three (3) quotes for each component of the project;
    - 5.3.9.4. Confirmation of submission for other funding sources; and
    - 5.3.9.5. Facility Usage Form, if applicable.

5.3.10. Organizations that are not able to provide three (3) quotes, must provide rationale in their project plan on how they are demonstrating due diligence and obtaining best value for procurement of goods and services.

5.3.11. Projects with a Municipal investment in excess of \$100,000 may require an open public procurement, to be determined through consultation with the Chief Administrative Officer.

## **6. Reporting**

6.1. Organizations have twelve (12) months from project approval to complete the project and final report which includes:

6.1.1. Completed report form provided by the Municipality;

6.1.2. Project expenses including receipts and in-kind tracking log; and

6.1.3. Photographs of completed projects.

6.2. Organizations may request a final report extension in writing with the rationale as to why an extension is needed.

6.3. The Municipality has the right to audit any organization's records.

6.4. Organizations are not eligible to apply for future District Recreation Funds until outstanding grant reports have been submitted and accepted by the Municipality.

6.5. Organizations must work with the Municipality to develop an appropriate strategy for recognizing the funding contribution of the Municipality.

6.6. Successful projects will be announced publicly once a year as per the Municipal Government Act (MGA).

## ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Policy Editor	<p>The Policy Editor is a person having managerial and policy-making responsibility related to the writing, compilation and revision of content and will:</p> <ul style="list-style-type: none"> <li>• Ensure policies in their care and control are always up-to-date, reviewed annually or sooner if necessary</li> <li>• Draft new or edit existing policy content</li> <li>• Be able to interpret and explain policy content</li> <li>• Ensure policy documents are branded and any supporting documents, ie. applications forms are also branded and content consistent with the policy</li> <li>• Ensure policy content is relevant and accurate</li> <li>• Seek and secure approval recommendation of the policy from the Policy Owner</li> <li>• Seek and secure approval of the policy from the appropriate Approver; and,</li> <li>• Provide the final approved policy document to the Assistant Municipal Clerk</li> </ul>
Policy Owner	<p>The Policy Owner will:</p> <ul style="list-style-type: none"> <li>• Provide oversight to ensure policies in their care and control are always up-to-date, reviewed annually or sooner if necessary, by the assigned Policy Editor</li> <li>• Be able to interpret and explain policy content</li> <li>• Provide oversight to ensure policy documents are branded and any supporting documents, ie. application forms are also branded and content consistent with the policy</li> <li>• Provide oversight to ensure policy content is relevant and accurate</li> <li>• Review the policy and make recommendation for approval to the appropriate Approver; and,</li> <li>• Ensure that the final approved policy document has been provided to the Assistant Municipal Clerk</li> </ul>
Approver	<p>The Approver will:</p> <ul style="list-style-type: none"> <li>• Review Policy recommendations for approval consideration (approve, reject or edit); and,</li> <li>• Notify the Policy Editor, Policy Owner and Assistant Municipal Clerk of decision</li> </ul>
Assistant Municipal Clerk	<p>The Assistant Municipal Clerk will:</p> <ul style="list-style-type: none"> <li>• Facilitate an annual Policy Review; and,</li> <li>• Ensure final approved policies are maintained, stored and posted where appropriate</li> </ul>
Employees	<p>The Employees will:</p> <ul style="list-style-type: none"> <li>• Read and abide by the contents of the Policy.</li> </ul>

## RELATED DOCUMENTATION

Related forms, processes, procedures and other documents that support the policy.

Document Name	Document ID	Document Type
Municipal Grant Program Policy		Policy
District Recreation Fund Application		Form
Facility Usage Form		Form
In-Kind Labour and Materials Log		Form
Final Report Form		Form
Nova Scotia Municipal Government Act		Legislation

## VERSION LOG

Version Number	Amendment Description	Amendment/Policy Editor	Amendment/Policy Owner	Approver	Approval Date
1.0	Approval of Policy		Director of Parks Recreation & Culture	CAO	October 2013
1.1	Amendment to Policy		Director of Parks Recreation & Culture	Council	January 2014
1.2	Update of Policy		Director of Parks Recreation & Culture	Council	March 28, 2018
1.3	Amendment of Policy	Director of Parks Recreation & Culture	Director of Parks Recreation & Culture	Council	October 23, 2019
2.0	Language clarifications, addition of Sections 2.1.9 and 2.2	Community Development Coordinator/Policy Analyst	Director of Parks Recreation & Culture	Council	November 20, 2024





EAST HANTS

## District Recreation Fund

Council    Administrative

### CERTIFICATION

I, Kim Ramsay, Municipal Clerk for the Municipality of East Hants, hereby certify that this policy was duly approved.

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Kim Ramsay  
Municipal Clerk