



## PURPOSE

To financially support non-profit community organizations operating within the Municipality of East Hants, or supports our community, through litter reduction efforts on the 100-series exit ramps used to access East Hants.

## SCOPE

Application of the Community Exit Ramp Challenge is available by any not-for-profit community organization that meets the guidelines outlined below, through the Manager of Solid Waste, or their designate. The grant requires participation under the guidelines of the Nova Scotia Adopt-A-Highway program.

## POLICY

### POLICY STATEMENT

It is the policy of the Municipality of East Hants to provide grant support to non-profit community organizations located within the Municipality of East Hants or that support/connected to our community members. The grant funding is based on the approved annual budget for the grant. The grant is specifically for the clean-up of litter on the 100-series highway exit ramps at the following locations:

#### Approved Locations

- Highway 102: Exit 10 Shubenacadie
- Highway 102: Exit 9 Milford
- Highway 102: Exit 8A Lantz
- Highway 102: Exit 8 Elmsdale
- Highway 102: Exit 7 Enfield
- Highway 101: Exit 3 Mount Uniacke

## GUIDELINES

- Each exit ramp clean-up is eligible for a grant per clean-up, based on the approved annual budget.



- Applicants must submit a completed *Litter Reduction Grant Application* form for review by the Manager of Solid Waste, or their designate. All forms must be received by email (.pdf attachments) only.
- Payments will be made in the name of the non-profit organization and not to an individual, unless deemed appropriate by the Chief Administrative Officer.
- A business that would like to clean-up a ramp and donate the funds to a non-profit/charity organization may do so, however the Municipality will issue the funds directly to the non-profit/charity.
- Community groups may apply to complete one clean-up per year. If they wish to complete a second clean-up they would be added to a waitlist. This ensures fairness to all potential interested groups.
- To ensure fair and equitable distribution of grant funding, one grant will be available per community group per year.
- Annually clean-ups will be completed between April - June (spring session) and September - November (fall session).
- Interested applicants can submit anytime through the year, however, when applying off-season applicants will be added to a waitlist. Waitlists will be managed as a first-come first-served for the next clean-up season.

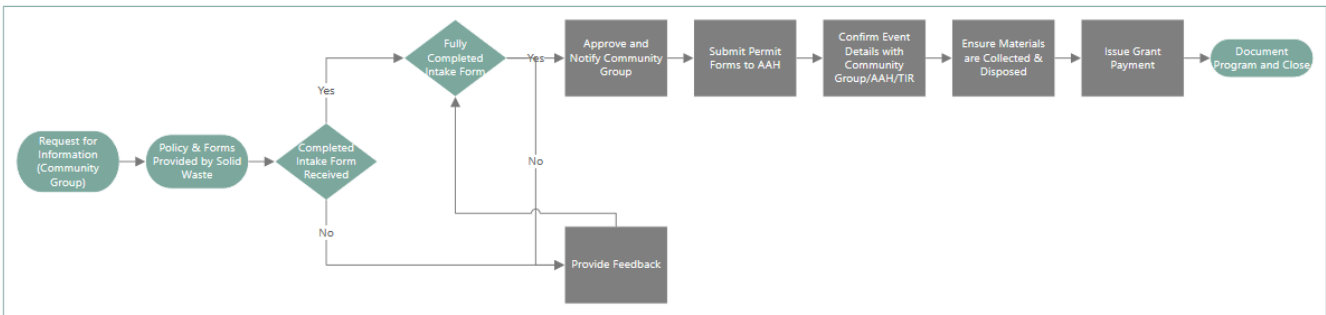
#### Please Note

- Applications that are not fully completed may not be accepted.
- All Participants must be over the age of 16.
- Every six participants aged 16-18 require one adult supervisor (19 years or older).
- Only approved Applicants are eligible for the grant.
- Municipal staff will ensure assigned areas are deemed clean prior to grant funds being issued.
- Applicants are required to provide a scheduled clean-up date. Should weather or other factors impact that effort they must contact the Municipality to make alternate arrangements.

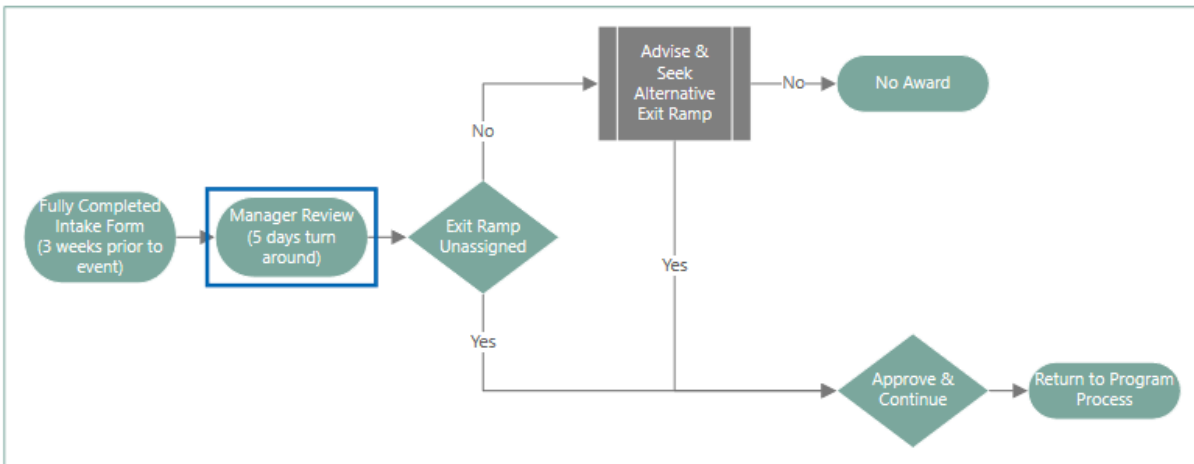


## PROGRAM PROCESS FLOW

Program process flow:



Program approval process flow:





## 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>

## RELATED DOCUMENTATION

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

Document Name	Document ID	Document Type
Community Litter Reduction / Grant Policy 2022		Policy
Community Litter Reduction / Grant Policy 2022 Process		Process
Litter Reduction Grant 2022 Intake Form		Form



## VERSION LOG

Version Number	Amendment Description	Amendment/Policy Editor	Amendment/Policy Owner	Approver	Approval Date
1.0	Formalize policy for the approved 2022 established Community Litter Reduction / Grant	Manager of Solid waste	Director of Infrastructure and Operations	CAO	
2.0	Update policy to reflect program adoption.	Manager of Solid Waste	Director of Infrastructure and Operations	CAO	

## 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