

**CONTRIBUTIONS IN SUPPORT OF
THE HABITAT STEWARDSHIP PROGRAM FOR
AQUATIC SPECIES AT RISK
CONTRIBUTION AGREEMENT**

This Agreement dated the 17 day of JULY, 2026
(For DFO use only.)

BETWEEN

HIS MAJESTY THE KING IN RIGHT OF CANADA as represented by
the Minister of Fisheries and Oceans (hereinafter called "DFO")

OF THE FIRST PART

AND

MUNICIPALTY OF THE DISTRICT OF EAST HANTS (hereinafter
called "Recipient")

OF THE SECOND PART

WHEREAS the Recipient has requested funding, through the DFO contribution program entitled Habitat Stewardship Program (hereinafter called the HSP), towards the costs associated with carrying out the activity(ies) defined in Schedule "5" of this agreement in support of contributing to the recovery of endangered, threatened, and other species of concern, and by engaging Canadians in conservation actions to benefit wildlife and to protect aquatic species at risk;

AND WHEREAS DFO has agreed to provide such funding to the Recipient to be used in accordance with this Agreement towards costs associated with carrying out the Activity(ies).

NOW THEREFORE DFO and the Recipient agree to enter into this Agreement to support the stated endeavours of the Recipient under the terms set out below.

1. Schedules

1.1. The following Schedules form part of the Agreement:

Schedule 1	Definitions
Schedule 2	General Terms and Conditions
Schedule 3	Financial Management, Payments and Reporting
Schedule 4	Description of Eligible Costs for Reimbursement
Schedule 5	Project Description, Activities, and Budget Information
Schedule 6	Cash Flow Projection of Eligible Costs
Schedule 7 (A to C)	Progress Report / Year-end Report

2. Roles and Responsibilities

2.1. The Parties agree to comply with all the terms and conditions set out in this Agreement and will work together in good faith to implement this Agreement and carry out all its obligations.

3. Contribution Amount

- 3.1. DFO will contribute to the Recipient an amount up to eighty-nine thousand one hundred and ninety-two (\$89,192) in the following fiscal years, through the HSP on the condition that these funds will be used in accordance with the terms of this Agreement.

Fiscal Year	Amount HSP Cash
2026-2027	\$28,519
2027-2028	\$29,731
2028-2029	\$30,942
Grand Total	\$89,192

- 3.2. Funding contributed by DFO may only be used towards the Activity(ies) defined in Schedule 5 and their associated Eligible Costs as listed in Schedule 4.

4. Effect and Duration

- 4.1. This Agreement will come into effect on execution by both Parties and, unless terminated earlier in accordance with section 7, will terminate on March 31, 2029.

5. Amendment

- 5.1. The Parties may amend this Agreement at any time for any reason, but such amendment will have no force or effect unless made in writing and signed by both Parties.

6. Survival

- 6.1. The obligations of the Recipient under sections 2, 7, 9 and 11 of Schedule 2, and under subsections 1.3.1, 1.4, 1.5, 2.5 and 3.3 of Schedule 3 will survive the expiry or termination of this Agreement.

7. Termination

- 7.1. DFO may terminate this Agreement upon ten days written notice if it is determined that the Activity(ies) outlined in Schedule 5 are not being carried out or the deliverables and/or results outlined in Schedule 5 cannot be achieved. Upon termination of this Agreement the Recipient shall return to DFO any contributions, made by DFO, which are in excess of the eligible expenses incurred by the Recipient up to the date of notice.
- 7.2. The Recipient must inform DFO of any circumstances which may render the Activity(ies) no longer eligible and provide any documentation required to verify eligibility. If ineligibility is confirmed, or if any other misrepresentation of the facts relative to the contribution has occurred, DFO shall terminate the Agreement.
- 7.3. This Agreement may be terminated by either Party with ten (10) days' notice in writing given to the other Party.

8. Notices and Representatives

- 8.1. Where any information or communication is required to be given under this Agreement, it will be in writing and delivered personally or by courier, registered mail, electronic mail or facsimile transmission and, unless notice to the contrary is given, will be addressed to the Party at:

To Recipient:

Municipality of the District of East Hants
15 Commerce Court

Elmsdale, Nova Scotia
B2S 3K5
Attention: Kim Ramsay
Telephone: 902-883-6217
Email: kramsay@easthants.ca

To DFO:

Fisheries and Oceans Canada
1 Challenger Drive
Dartmouth, Nova Scotia
B2Y 4A2
Attention: Craig Hominick
Email: DFO.HspMar-PihMar.MPO@dfo-mpo.gc.ca

- 8.2. A Party may change its representative and contact information by giving written notice of the change to the other Party.

9. Ratification

- 9.1. The Recipient warrants that the representative who executes this Agreement on behalf of the Recipient has authority to bind the Recipient for the purposes of this Agreement.
- 9.2. The representative who executes this Agreement on behalf of DFO has authority to enter into this Agreement on behalf of, and to bind, DFO.
- 9.3. Execution of this Agreement by the representatives referred to in subsections 10.1 and 10.2 constitutes ratification of this Agreement by the Recipient and DFO.

10. Execution and Counterparts

- 10.1. This Agreement may be executed by the Parties in separate counterparts, each of which when so executed and delivered will be an original, but all such counterparts will together constitute one and the same instrument.
- 10.2. This Agreement may be signed in whole or in part by way of facsimile transmission or by e-mail delivery of a PDF data file and the Parties agree to accept and rely upon such facsimile or PDF signature as if it contained original signatures and such facsimile or PDF signature will have the same force and effect as an original document.
- 10.3. This Agreement, which includes the Schedules appended thereto and which are part thereof, sets forth the entire agreement between the Parties hereto concerning the subject matter hereof and supersedes and revokes all negotiations, arrangements or communications, of any nature whatsoever whether they be verbal or in writing, between the Parties or their authorized representatives or any other person purporting to represent DFO or the Recipient.

IN WITNESS WHEREOF the Parties have executed this Agreement as of the day and year first written at the beginning of this Agreement.

HIS MAJESTY THE KING IN RIGHT OF CANADA as
represented by the Minister of Fisheries and Oceans

Groulx,
Erin

Digitally signed by
Groulx, Erin
Date: 2026.07.17
15:44:57 -04'00'

Erin Groulx
Director, Species at Risk Operations and Atlantic Salmon
Fisheries and Oceans Canada

Date

MUNICIPALITY OF THE DISTRICT OF EAST HANTS by its
duly authorized representative

Kim
Ramsay

Digitally signed by
Kim Ramsay
Date: 2026.07.16
17:29:09 -03'00'

Kim Ramsay
Chief Administrative Officer (CAO)

Date

SCHEDULE 1

DEFINITIONS

In this Agreement:

“Activity” or **“Activities”** means an activity or activities set out in the Annual Work Plan table in section 2 of Schedule 5;

“Agreement” means this Agreement and any Schedules attached to it, as may be amended in accordance with this Agreement;

“Audit” means an examination or assessment of the financial and/or non-financial documentation of the Recipient;

“Balance” means an amount equal to the total amount of Contribution received by the Recipient from DFO under this Agreement, less the total amount paid or payable by the Recipient toward Eligible Costs at the relevant date;

“Capital Acquisition” means a tangible asset that is purchased, constructed, developed or otherwise acquired by the Recipient in the course of carrying out the contribution agreement, at a price of ten thousand dollars (\$10,000) or more exclusive of Goods and Services Tax (GST), Harmonized Sales Tax (HST) or other taxes, having a useful life extending beyond one Fiscal Year;

“Contractual Arrangement” means a binding agreement, financial or otherwise, between two or more parties including any contract, long-term obligation, loan or capital lease;

“Contribution” means the conditional funding that DFO will provide to the Recipient up to the amount referred to in subsection 3.1 of this Agreement;

“Crown” refers to the Government of Canada;

“Eligible Costs” means the categories of costs described in Schedule 4 of this Agreement, or otherwise approved by DFO, that are incurred by and are paid or payable by the Recipient during a Fiscal Year in carrying out the activities of the Agreement;

“Fiscal Year” means the one-year period beginning with April 1 of a calendar year and ending with March 31 of the next calendar year;

“HSP” means the Habitat Stewardship Program;

“Intellectual Property” means all rights resulting from intellectual activity in the industrial, scientific, literary or artistic fields, including all intellectual creations legally protected through legislation or subject to protection under the law as trade secrets and confidential information;

“In-Kind” means support provided to the Project in the form of goods and services, rather than in cash; value attributed to the in-kind support must be commensurate with what one would normally pay for that good or service and must be reasonable;

“Parties” means the Recipient and DFO and **“Party”** means either one of them;

“Progress Report” means a report on the progress made in carrying out the Activities of the Agreement during the reporting period to be provided by the Recipient in accordance with section 3.2 of Schedule 3;

“Project” means the initiative set out in section 1 of Schedule 5;

“Stacking Limit” refers to the maximum limit of total Canadian government assistance that is permitted under a transfer payment program for any one activity, initiative or project of a

Recipient.

“Total Government Assistance” refers to the cumulative amount of funding provided (i.e., both cash and in-kind) by all levels of Canadian government (including federal, provincial, territorial and municipal);

“Unexpended Funding” means the amount by which the Contribution paid or payable to the Recipient exceeds actual costs incurred to complete the Activities in any Fiscal Year covered by this Agreement; and

“Year-end Report” means a report on the results of the Activities carried out by the Recipient during the Fiscal Year to be provided by the Recipient in accordance with subsection 3.3 of Schedule 3.

SCHEDULE 2

GENERAL TERMS AND CONDITIONS

1. Evaluation

- 1.1. DFO may conduct an evaluation of the implementation of this Agreement and, when appropriate, may undertake other evaluation procedures.
- 1.2. Following evaluation, this Agreement may be amended in accordance with section 5 of this Agreement or terminated in accordance with section 7 of this Agreement.

2. Legal Conventions

- 2.1. The Recipient must comply with all federal, provincial, and territorial laws, regulations, and rules, and all municipal bylaws applicable to the Activities identified in this Agreement, and the Recipient must provide written confirmation that all authorizations required to carry out the Activities have been obtained.

3. Confidentiality

- 3.1. Any information provided by or to DFO under this Agreement will be subject to the *Access to Information Act* and the *Privacy Act*.
- 3.2. The Recipient shall waive confidentiality rights to the extent such rights impede His Majesty the King in right of Canada from fulfilling its subsidy notification obligations to the World Trade Organization under Article 25 of the *Agreement on Subsidies and Countervailing Measures*.

4. Intellectual Property

- 4.1. The Recipient will retain ownership of any intellectual property created, gathered or organized by the Recipient in carrying out the Activity(ies) in this Agreement. His Majesty the King in right of Canada retains the right to utilize the intellectual property for government, non-commercial purposes without cost.

5. Indigenous Knowledge

- 5.1. Notwithstanding any provision to the contrary in this Agreement, if Indigenous Knowledge is used by the Recipient in preparing a report or other documentation and a copy of the information is provided to the Department, DFO will maintain confidentiality of such Indigenous Knowledge and will not use or share Indigenous Knowledge included in the deliverables that will be submitted to it, without the prior written consent of the Recipient.
- 5.2. If Indigenous Knowledge is to be used in the context of this Agreement, the Recipient represents and warrants that it has ensured that it either owns, holds sufficient rights, or has obtained written consent to collect, document and share this Indigenous Knowledge to carry out the activities.

6. No Employee Relationship, Agency Relationship or Assignment

- 6.1. Nothing in this Agreement, nor any acts of the Recipient or of DFO, creates or is intended to create a principal-agent, employer-employee, partnership, joint venture or other commercial relationship between the Recipient and His Majesty the King in right of Canada.
- 6.2. The Recipient may not represent itself, including in any agreement with a third party, as a partner or agent of the Crown.

- 6.3. The Recipient shall not assign its rights or obligations hereunder to any person without the express written consent of DFO and shall be and remain jointly and severally liable for all obligations to DFO notwithstanding any assignment.

7. Conflict of Interest

- 7.1. No member of the House of Commons or the Senate will be admitted to any share or part of this Agreement or to any benefit arising from it that is not otherwise available to the general public.
- 7.2. Any current or former public-office holder or public servant, to whom the *Conflict of Interest Act*, the Conflict of Interest and Post-Employment Code for Public Office Holders or the Values and Ethics Code for the Public Service applies, shall not derive any direct benefit from this Agreement unless that individual is in compliance with such legislation and codes.

8. Lobbyist Registration

- 8.1. The Recipient will ensure that any individual lobbying on its behalf is in compliance with the *Lobbying Act*.

9. Indemnification

- 9.1. Where the Recipient enters into a Contractual Arrangement in relation to the Activities, the Recipient assumes all responsibility, liability and risk arising out of, or related to, either directly or indirectly, the Contractual Arrangement. DFO, in reviewing any Contractual Arrangement entered into by the Recipient is not making any representations to the Recipient or any third party nor assuming any responsibility for the Contractual Arrangement. The Recipient remains entirely responsible for any Contractual Arrangement entered into by it in relation to the Activities and the Recipient will have no claim on His Majesty the King in right of Canada related to such Contractual Arrangement.
- 9.2. The Recipient shall indemnify and save harmless Canada and its Ministers, officers and employees from and against and be responsible for all claims, demands, losses, costs, damages, actions, suits or proceedings by whomever made, brought and prosecuted in any manner, based upon, arising out of, related to, occasioned by, or attributed to any acts or conduct of the Recipient, its employees or agents relating to this Agreement or any Activity(ies) that were made possible through Canada's funding under this Agreement unless such claims, suits, actions or demands result from injury, loss or damage caused by the negligence of an officer or agent of DFO acting within the scope of his or her employment.

10. No Obligations to Third Parties

- 10.1. Where the Recipient is entered into a loan, a capital lease, or other long-term obligation in relation to the activity or deliverables for which the Minister's Contribution is disbursed, the Recipient shall not incur any obligation on behalf of the Minister and shall ensure that any agreement in respect thereof expressly relieves the Minister of any liability for non-performance by the Recipient or damages caused by the Recipient.

11. Official Languages

- 11.1. The Recipient will respect the spirit and the intent of the *Official Languages Act* when serving the public through the Activities. Linguistic requirements may apply to the Activities depending on the specificity of the regions, locations and/or targeted audiences of the Activities. The Recipient, in consultation with DFO, will determine the linguistic obligations resulting from the services provided to the public based on the linguistic composition of the targeted public.

12. Public Acknowledgement and Communications

- 12.1. Where any publication, other media or public information release originates from the Activity(ies), the Recipient will acknowledge the funding provided by DFO.
- 12.2. DFO will inform the Recipient of the date on which the first public announcement related to this Agreement is to be made and the Recipient will not hold a public/media event related to the Activity(ies) in this Agreement until such date or until sixty (60) days following execution of this Agreement, whichever comes first.
- 12.3. Where a reproduction of a corporate symbol of the Government of Canada is used in the acknowledgement provided for in subsection 12.1 of this Agreement, the publication, media or public information release, as applicable, will be submitted to the DFO representative of this Agreement for approval a minimum of two (2) weeks before printing or publication.
- 12.4. The Recipient acknowledges and agrees that its name, the amount of the Contribution and the general nature of the Activities supported by this Agreement may be made publicly available by DFO.
- 12.5. The Recipient may participate in public/media events organized by DFO as related to the Activity(ies) and will allow DFO, and others participating in such events, access to the Activity site(s) for such events.
- 12.6. The Recipient will acknowledge DFO in a manner consistent with Federal Identity Program rules. For restoration projects with on-the-ground work, a sign acknowledging the funding provided by DFO will be placed at the Project site(s) or an alternative location that has been approved, in advance, by DFO.

13. Severability

- 13.1. Should a court of competent jurisdiction hold that any provision of this Agreement is invalid, illegal, or unenforceable, such provision shall be considered severed from this Agreement and all other provisions of this Agreement, and all rights and obligations therein, shall continue to be in force and effect.

14. Dispute Resolution

- 14.1. If any dispute, other than a matter of public law, arises between DFO and the Recipient in connection with or arising out of this Agreement, the Parties shall use their best efforts to settle any such dispute. If the Parties fail to reach an agreement within a period of thirty (30) days or such greater period as may be mutually agreed upon after such dispute arises, then either Party may refer the dispute to arbitration in accordance with the Commercial Arbitration Act.

15. Environmental Assessment

- 15.1. When any of the Activities requires an assessment of environmental effects under a federal impact/environmental assessment regime, such as the *Impact Assessment Act*, DFO will ensure that requirements under the relevant regime are addressed including confirming that the activity(ies) can proceed, before any payments in relation to the applicable Activities can be made under this Agreement.

SCHEDULE 3

FINANCIAL MANAGEMENT, PAYMENTS AND REPORTING

1. Financial Management

1.1. Appropriation

- 1.1.1. Any payment under this Agreement is subject to appropriations approved by Parliament, and payments will be terminated or reduced in the event that funds are not available in the Fiscal Year in which payment is to be made.

1.2. Stacking and Other Financial Assistance

- 1.2.1. The maximum level or Stacking Limit, of Total Government Assistance for the same eligible costs as outlined in this Agreement will not exceed one hundred percent (100%) of the total eligible costs.
- 1.2.2. The maximum level of total federal assistance for the Project as outlined in this Agreement will not exceed fifty percent (50%) of the total Project value.
- 1.2.3. The Recipient declares that it will receive, or expects to receive, the financial support and in-kind assistance for the Activity(ies) defined in section 4 of Schedule 5.
- 1.2.4. The Recipient agrees to inform DFO promptly, in writing, of any additional financial assistance received after the date on which this Agreement is signed.
- 1.2.5. In the event that actual Total Government Assistance to the Recipient exceeds the Stacking Limit, DFO will have the right to:
- (a) require an explanation for the use of the funds received;
 - (b) reduce the Contribution by the amount of assistance; or
 - (c) require payment of an amount equal to the assistance, if the Contribution has already been paid; upon receipt of notice to repay under this section, the Recipient agrees to repay the amount as a debt to the Crown.

1.3. Capital Acquisitions

- 1.3.1. Any Capital Acquisition will, once purchased under this Agreement, become the property of the Recipient. The Capital Acquisition will be appropriately maintained and stored so as to maximize its useful life. The Recipient will keep an inventory of all Capital Acquisitions made under this Agreement, upon which each item will remain until it reaches the end of its useful life or is otherwise removed from the accounting records or books of the Recipient. The Recipient will, upon demand, permit DFO access to this inventory. Any additional restrictions on use and disposal will be set out in Schedule 5.
- 1.3.2. Capital Acquisitions obtained under this Agreement will be considered in future negotiations between DFO and the Recipient.

1.4. Records

- 1.4.1. The Recipient shall maintain accounting records according to generally accepted accounting principles or Canadian financial reporting standards, as applicable; these records and supporting documentation relating to this Agreement shall be retained for no less than six years following expiration or termination of this Agreement.

1.5. Audit

- 1.5.1. The Recipient will, on demand, permit any individual that DFO may designate, to audit, monitor, take copies and extracts from and examine the books, accounts, records, supporting documentation, reports and any other documents referred to in subsection 1.4.1 of this Schedule as DFO deems fit, and will provide all necessary access and assistance for the audits and examinations.
- 1.5.2. The Recipient will, on demand, permit DFO access to the premises and the books, accounts and records mentioned in subsection 1.4.1 of this Schedule to undertake a Recipient audit to determine compliance with this Agreement.
- 1.5.3. Any discrepancies identified by an audit or examination will be promptly adjusted between the Parties in accordance with subsection 2.5.2 of this Schedule.
- 1.5.4. The Recipient will make any of the documentation mentioned in subsection 1.4.1 of this Schedule available to the Auditor General of Canada when requested by the Auditor General for the purposes of an inquiry under subsection 7.1(1) of the *Auditor General Act*.

2. Payments**2.1. Multi-Year Agreements**

- 2.1.1. Where the Contribution is for more than one fiscal year, prior to the start of each subsequent fiscal year covered by this Agreement, the Recipient must update their cash flow projection of eligible costs. The Recipient will provide, in the form set out in Schedule 6, the value of HSP funded expenditures expected to be incurred during the upcoming fiscal year. Payments for the subsequent fiscal year will be based on these cash flow projections.

2.2. Payments under the Contribution Agreement

- 2.2.1. This contribution payment will be paid on the basis of the project's projected expenditures and the cash flow found on Schedule 6.
Note: Copies of all receipts or invoices for the entire project must be retained for the purpose of any potential audit. For HSP reporting and review, Recipients are required to provide receipts and/or a general ledger for any expense that is 5% or more of the annual HSP project request.

2.3. Holdback

- 2.3.1. For each Fiscal Year covered by this Agreement, a holdback of ten percent (10%) of the Contribution for the applicable Fiscal Year will apply.

2.4. Annual Final Payment

- 2.4.1. Following approval of a Year-end Report, DFO will pay to the Recipient the amount owing and/or Holdback.

2.5. Unexpended Funding and Repayments

- 2.5.1. In the event that any funds contributed by DFO are not used towards the Eligible Costs, or any payments are made to the Recipient in error, or unexpended balances are held by the Recipient at the end or termination of this Agreement, the Recipient acknowledges that these amounts constitute debts to the Crown and are to be repaid immediately.
- 2.5.2. Should the Recipient fail to immediately pay any debt to His Majesty the King in right of Canada and payable to the Receiver General for Canada, interest on the outstanding debt

shall accrue in accordance with the federal government's *Interest and Administrative Charges Regulations* until the full amount payable has been received by DFO.

2.6. Withholding of Payments

- 2.6.1. Payments will be withheld if the Recipient does not comply with the terms of this Agreement.
- 2.6.2. Where a Progress Report or a Year-end Report does not, in DFO's opinion, contain the necessary information to substantiate Eligible Costs incurred and Activities undertaken, DFO may, at its discretion, withhold any payment to be made to the Recipient pending receipt by DFO of the required information.
- 2.6.3. Where a Year-end Report is not provided within the timeframe set out in subsection 3.3.1 of this Schedule, DFO may, at its discretion, withhold any payment to be made to the Recipient pending receipt by DFO of the report.

2.7. Debts Owing the Crown

- 2.7.1. The Recipient will promptly declare in writing any amount it owes to the Crown under any legislation or other funding agreement, and any such amount is a debt due and payable to His Majesty the King in right of Canada and may thereafter be set off against any amount payable by DFO to the Recipient.

3. Reporting

3.1. Reporting Requirements

- 3.1.1. The Recipient will provide reports to DFO, with performance information and deliverables for the Activities set out in Schedule 5, in the form set out in Schedule 7 for the applicable reporting period.
- 3.1.2. DFO may, at its discretion and upon its written request, require the Recipient to provide additional information on Activities or results to supplement Progress Reports and Year-end Reports.

3.2. Progress Reports

- 3.2.1. The Recipient may, at its discretion, submit a Progress Report at any time in the form set out in Schedule 7 for the applicable reporting period.

3.3. Year-end Reports

- 3.3.1. Within sixty (60) days following the end of each Fiscal Year covered by this Agreement, the Recipient will submit to DFO a Year-end Report in the form set out in Schedule 7 for the applicable reporting period.

SCHEDULE 4**DESCRIPTION OF ELIGIBLE COSTS**

This Schedule is intended to support the determination of Eligible Costs and is not intended to replace or modify the elements of the annual Activity table(s) in Schedule 5

In the event of any conflict in interpretation of Eligible Costs between the Activities table(s) in Schedule 5, the contents of the annual Activities table(s) in Schedule 5 will prevail.

Eligible costs include reasonable and properly itemized costs, directly related to the eligible Activities, for:

- 1) Salaries and wages and employer mandatory benefits;
- 2) Professional and technical services;
- 3) Training;
- 4) Training materials;
- 5) Construction and related costs;
- 6) Purchase or rental of machinery and equipment;
- 7) Maintenance and repair;
- 8) Purchase or rental of vehicles;
- 9) Materials and supplies;
- 10) Printing, publishing;
- 11) Telecommunications, communications/network, data communication, image/video communications services;
- 12) Postage, parcel post, courier services;
- 13) Rental of facilities;
- 14) Travel, including accommodation, meals, and allowances, based on National Joint Council's NJC Directive on Travel;
- 15) Insurance expenses related to activities under the Agreement;
- 16) Conferences, workshops and meetings;
- 17) Monitoring and reporting;
- 18) Hospitality and related expenses in compliance with the Directive on Travel, Hospitality, Conference and Event Expenditures;
- 19) Further distribution of funding to an agency or a third party;
- 20) Ceremonial costs including services, where the funding recipient is an Indigenous group that;
 - because the group possesses Indigenous knowledge relevant to the initiative; or
 - where the recipient provides services to support consultation on impacts on potential or established rights or title.
- 21) Honoraria for:
 - Elders, or

- Indigenous knowledge holders in recognition of providing Indigenous knowledge or community knowledge relevant to the initiative;
- 22) Any GST/HST that is not reimbursable by Canada Revenue Agency and any PST not reimbursable by the provinces; and
- 23) Administrative overhead up to 10% of the overall program funding amount.

Costs, other than those herein allowed, are ineligible unless specifically approved in writing by the Minister.

SCHEDULE 5

PROJECT DESCRIPTION, ACTIVITIES AND BUDGET INFORMATION

Mitigating Human Impact on Critical Habitat of the Atlantic Mud-piddock at Burntcoat Head Park

1. Overview and Project Description

1.1. Project Overview

Burntcoat Head Park on the Bay of Fundy has experienced rapid growth in visitation—from 20,000–30,000 annually a decade ago, to over 80,000 visitors in 2025 - increased tourism is welcome/positive but it has the potential to increase human (anthropogenic) pressures to the sensitive intertidal ecosystem. The park is one of nine critical habitats identified for the threatened Atlantic Mud-piddock, and rising foot traffic poses risks to this species and its red mudstone habitat.

This three-year project will address these risks through daily on-site visitor management, public education, and habitat monitoring. Park staff will be stationed at the single intertidal access point to manage visitor flow, provide real-time education, and divert visitors away from sensitive areas. The project includes staff training with species experts and Mi'kmaq knowledge holders, annual public awareness events, online outreach, and education that encourages low-impact practices at other Bay of Fundy sites. The project integrates stewardship into park management to reduce human impacts and support species recovery through education, engagement, and informed visitor management.

1.2. Project Description

This three-year project builds on a previous Habitat Stewardship Program project to mitigate human impacts on critical habitat for the Atlantic Mud-piddock (*Barnea truncata*) while increasing public awareness of the species among visitors to Burntcoat Head Park (Minas Basin), Noel, Nova Scotia. The overarching goal is to reduce disturbance to critical habitat through enhanced public education and human impact mitigation. Project objectives include physically directing visitors away from sensitive habitat areas and fostering stewardship by increasing understanding of the species, its habitat requirements, and associated threats.

The project directly supports mitigation of identified threats outlined in federal recovery documents, particularly those related to recreational activities and climate change. The Human Impact Mitigation and Outreach activities will help reduce additional stressors on Atlantic Mud-piddock habitat that may compound the impacts of climate change (e.g. education and traffic management will minimize trampling and sediment disturbance within critical habitat areas). Outreach activities will also educate visitors on the vulnerability of the species and its habitat to climate change, while encouraging individual stewardship actions that support the long-term resilience of the ecosystem. Burntcoat Head Park experiences high visitor use, especially during low-tide periods, which heightens the risk of trampling and physical damage to Mud-piddock habitat. By reducing human pressures on critical habitat and increasing public and community awareness, this project will contribute directly to the recovery of the Atlantic Mud-piddock.

Pressure on sensitive habitat will be reduced through on-site, one-on-one visitor engagement, active management of foot traffic to avoid habitat areas, and pre-visit education delivered via the park's website and social media platforms. Collectively, these approaches will promote responsible visitor behaviour and support long-term stewardship that extends beyond the project period.

Public education and outreach activities are designed to deepen visitors' connection to the natural environment while promoting a positive ecotourism experience that aligns with

species-at-risk recovery objectives. Outreach messaging will emphasize “Leave No Trace” principles and will engage both park visitors and the local community through signage, public events, and online education.

Collaboration will be central to project success, with partnerships established with local species experts and the Department of Aquatic Resources and Fisheries Management at the Confederacy of Mainland Mi’kmaq (CMM).

1.3. Outcomes Description

Building on the outcomes of the previous three years of HSP support, this project will strengthen the Municipality of East Hants’ long-term capacity to protect Atlantic Mud-piddock critical habitat at Burntcoat Head Park. Maintaining staffing levels necessary to deliver consistent in-person education and manage visitor traffic, are essential to mitigating recreation-related threats to this species as visitation continues to grow.

A key legacy of this project is the normalization of species-at-risk stewardship within park management and visitor experience. Public education practices developed through this work, including the Indigenous knowledge shared by the Confederacy of Mainland Mi’kmaq (CMM), signage, and pre-visit online outreach, will continue to influence visitor behaviour beyond the funding period. Increased awareness among repeat visitors and the local community will help sustain reduced impacts on sensitive habitat over time.

The lasting partnerships established with local species experts and Indigenous knowledge holders will strengthen staff training and interpretation, and continue to inform park programming, operational decisions, and conservation messaging beyond the project duration.

2. Activities

2.1. Annual Work Plan for 2026-27

Annual Work Plan for 2026-27	
Activity 1: Human Impact Mitigation Estimated Cost HSP: \$25,259 Start and End dates: May 15 to October 15, 2026 General Description of the Activity: Park staff will engage continuously with visitors, directing foot traffic away from critical habitat areas to prevent degradation. Staff will restrict access to the ocean floor for visitors carrying prohibited items (shovels, mountain bikes) that could cause habitat damage. In-person mitigation occurs during staffed hours at ocean floor access points, seven days a week from May 15 to October 15. Additionally, signage will be placed on the ocean floor during low tide to further highlight sensitive habitat areas. Tasks: • Daily: interact with visitors on an ongoing basis to alert them of the critical habitat locations. • Daily: during low tide, place designated signage in proximity to sensitive habitat area for visitors to read; remove signage as the tide comes back in. • Hiring and scheduling of staff, with the ocean floor access point as a key workstation. • Training for staff to identify known Atlantic Mud-piddock habitat; have staff review the Mud-piddock Species Recovery documents, Species at Risk Act, COSEWIC assessment. • Verbally alert visitors who are not following the correct direction who may be too close to habitat areas. • Examine public signage and panels around the site to ensure readability and monitor for wear and tear/damage. Deliverables: a) Copy of summary report which outlines: • # visitors interacted with (estimated using data collected using pedestrian counter);	

Annual Work Plan for 2026-27

- # of staff trained;
 - # of hours of staff time spent stationed at key habitat access points; and
 - Pictures of relevant signage/pictures of staff completing tasks.
- b) Copies of receipts, invoices and/or a general ledger for any expense that is 5% or more of the annual HSP contribution amount for expenses funded by HSP.

Activity 2: Outreach**Estimated Cost HSP:** \$3,260**Start and End dates:** April 2026 to March 31, 2027**General Description of the Activity:**

This activity involves multi-channel outreach about the Atlantic Mud-piddock led by Burntcoat Head Park. Efforts include collaboration with partners - species experts Andrew Hebda and Dr. Jones and the Confederacy of Mainland Mi'kmaq (CMM) to train project staff. Outreach materials will be shared through social media posts, printed brochures, and the park's public website about the habitat of the Atlantic Mud-piddock. At least one public event will be held to highlight the species, and seasonal low-tide guided tours booked by the public incorporate identification and examination of the Atlantic Mud-piddock, providing visitors with safe, close-up engagement to support individual stewardship.

Tasks:

- Plan and execute one in-person training exercise with CMM in relation to the Atlantic Mud-piddock.
- Obtain documents and relevant research from CMM in regard to sharing Indigenous species knowledge with park staff.
- Invite Andrew Hebda and Dr. Gwyneth Jones to visit known habitat sites with staff for knowledge sharing and training. Provide contact information for Hebda/Jones to staff for open communication/ongoing education regarding species on an as-needed basis.
- Print and distribute brochures/posters at the park regarding the Atlantic Mud-piddock.
- Plan and execute one public event which includes outreach and education around the species.
- Interact with visitors on a daily basis to raise awareness about the Mud-piddock and the Species at Risk Act.
- During daily low-tide tours for public during the season (approx. 120 tours scheduled), stop at an Atlantic Mud-piddock habitat site to teach the group how to identify the species as well as how to safely navigate the ocean floor so as not to disrupt habitat.
- Prepare, schedule, and post social media content on Burntcoat Head Park's Facebook and Instagram platforms focused on Atlantic Mud-piddock habitat protection/species-at-risk awareness/stewardship.
- Update Burntcoatheadpark.ca web page(s) with warnings about the Atlantic Mud-piddock habitat and information about the species' critical habitat.

Deliverables:

a) A summary report which outlines:

- # of staff training activities and staff testimonials from the training (with Andrew/Dr Jones and CMM);
- # of brochures/posters with Atlantic Mud-piddock information printed and distributed;
- # of web page(s) updated with species information; # of page visits to relevant web page(s);
- # of public event(s); # of attendees to public event(s);
- # of social media posts made regarding the species;
- # of ocean floor tours which included outreach regarding the species;
- Pictures taken at public events/public tours; and
- Screenshots of example social media posts and/or web pages with species information.

b) Copies of receipts, invoices and/or a general ledger for any expense that is 5% or more of the annual HSP contribution amount for expenses funded by HSP.

2.2. Annual Work Plan for 2027-28

Annual Work Plan for 2027-28	
Activity 1: Human Impact Mitigation Estimated Cost HSP: \$26,471 Start and End dates: May 15 to October 15, 2027 General Description of the Activity: Park staff will engage continuously with visitors, directing foot traffic away from critical habitat areas to prevent degradation. Staff will also restrict access to the ocean floor for visitors carrying prohibited items (shovels, mountain bikes) that could cause habitat damage. In-person mitigation occurs during staffed hours at ocean floor access points, seven days a week from May 15 to October 15. Additionally, signage will be placed on the ocean floor during low tide to further highlight sensitive habitat areas. Tasks: • Daily: interact with visitors on an ongoing basis to alert them of the critical habitat locations. • Daily: during low tide, place designated signage in proximity to sensitive habitat area for visitors to read; remove signage as the tide comes back in. • Hiring and scheduling of staff, with the ocean floor access point as a key workstation. • Training for staff to identify known Atlantic Mud-piddock habitat; have staff review the Mud-piddock Species Recovery documents, Species at Risk Act, COSEWIC assessment. • Verbally alert visitors who are not following the correct direction who may be too close to habitat areas. • Examine public signage and panels around the site to ensure readability and monitor for wear and tear/damage. Deliverables: a) Copy of summary report which outlines: • # visitors interacted with (estimated using data collected using pedestrian counter); • # of staff trained; • # of hours of staff time spent stationed at key habitat access points; and • Pictures of relevant signage/pictures of staff completing tasks. b) Copies of receipts, invoices and/or a general ledger for any expense that is 5% or more of the annual HSP contribution amount for expenses funded by HSP.	
Activity 2: Outreach Estimated Cost HSP: \$3,260 Start and End dates: April 2027 to March 31, 2028 General Description of the Activity: This activity involves multi-channel outreach about the Atlantic Mud-piddock led by Burntcoat Head Park. Efforts include collaboration with partners -species experts Andrew Hebda and Dr. Jones and the Confederacy of Mainland Mi'kmaq (CMM) to train project staff. Outreach materials will be shared through social media posts, printed brochures, and the park's public website about the habitat of the Atlantic Mud-piddock. At least one public event will be held to highlight the species, and seasonal low-tide guided tours booked by the public incorporate identification and examination of the Atlantic Mud-piddock, providing visitors with safe, close-up engagement to support individual stewardship. Tasks: • Plan and execute one in-person training exercise with CMM in relation to the Atlantic Mud-piddock. • Facilitate knowledge transfer from CMM with staff e.g. provide relevant documents for staff to read and refer to. • Invite Andrew Hebda and Dr. Gwyneth Jones to visit known habitat sites with staff for knowledge sharing and training. Provide contact information for Hebda/Jones to staff for open communication/ongoing education regarding species on an as-needed basis. • Print and distribute brochures/posters at the park regarding the Atlantic Mud-piddock. • Plan and execute one public event which includes outreach and education around the species. • Interact with visitors on a daily basis to raise awareness about the Mud-piddock and the Species at Risk Act. • During daily low-tide tours for public during the season (approx. 120 tours scheduled), stop at an Atlantic Mud-piddock habitat site to teach the group how to identify the species as well as how to safely navigate the ocean floor as not to disrupt habitat. • Prepare, schedule, and post social media content on Burntcoat Head Park's Facebook and Instagram platforms focused on Atlantic Mud-piddock habitat protection/species-at-risk awareness/stewardship. • Update Burntcoatheadpark.ca web page(s) with warnings about the Atlantic Mud-piddock habitat and information about the species' critical habitat.	

Annual Work Plan for 2027-28	
Deliverables: a) Copy of summary report which outlines: • # of staff training activities and staff testimonials from the training (with Andrew/Dr Jones and CMM); • # of brochures/posters with Atlantic Mud-piddock information printed and distributed; • # of web page(s) updated with species information; # of page visits to said web page(s); • # of public event(s); # of attendees to public event(s); • # of social media posts made regarding the species; • # of ocean floor tours which included outreach regarding the species; • Pictures taken at public events/public tours; and • Screenshots of example social media posts and/or web pages with species information. b) Copies of receipts, invoices and/or a general ledger for any expense that is 5% or more of the annual HSP contribution amount for expenses funded by HSP.	

2.3. Annual Work Plan for 2028-29

Annual Work Plan for 2028-29	
Activity 1: Human Impact Mitigation Estimated Cost HSP: \$27,682 Start and End dates: May 15 to October 15, 2028 General Description of the Activity: General Description of the Activity: Park staff will engage continuously with visitors, directing foot traffic away from critical habitat areas to prevent degradation. Staff will also restrict access to the ocean floor for visitors carrying prohibited items (shovels, mountain bikes) that could cause habitat damage. In-person mitigation occurs during staffed hours at ocean floor access points, seven days a week from May 15 to October 15. Additionally, signage will be placed on the ocean floor during low tide to further highlight sensitive habitat areas. Tasks: • Daily: interact with visitors on an ongoing basis to alert them of the critical habitat locations. • Daily: during low tide, place designated signage in proximity to sensitive habitat area for visitors to read; remove signage as the tide comes back in. • Hiring and scheduling of staff, with the ocean floor access point as a key workstation. • Training for staff to identify known Atlantic Mud-piddock habitat; have staff review the Mud-piddock Species Recovery documents, Species at Risk Act, COSEWIC assessment. • Verbally alert visitors who are not following the correct direction who may be too close to habitat areas. • Examine public signage and panels around the site to ensure readability and monitor for wear and tear/damage. Deliverables: a) Copy of summary report which outlines: • # visitors interacted with (estimated using data collected using pedestrian counter); • # of staff trained; • # of hours of staff time spent stationed at key habitat access points; and • Pictures of relevant signage/pictures of staff completing tasks. b) Copies of receipts, invoices and/or a general ledger for any expense that is 5% or more of the annual HSP contribution amount for expenses funded by HSP.	
Activity 2: Outreach Estimated Cost HSP: \$3,260 Start and End dates: April 2028 to March 31, 2029 General Description of the Activity: This activity involves multi-channel outreach about the Atlantic Mud-piddock led by Burntcoat Head Park. Efforts include collaboration with partners -species experts Andrew Hebda and Dr. Jones and the Confederacy of Mainland Mi'kmaq (CMM) - to train project staff. Outreach materials will be shared through social media posts, printed brochures, and the park's public website about the habitat of the Atlantic Mud-piddock. At least one public event will be held to highlight the species, and seasonal low-tide guided tours booked by the public incorporate identification and examination of the Atlantic Mud-piddock, providing visitors with safe, close-up engagement to support individual stewardship. Tasks: • Plan and execute one in-person training exercise with CMM in relation to the Atlantic Mud-piddock.	

Annual Work Plan for 2028-29	
• Invite Andrew Hebda and Dr. Gwyneth Jones to visit known habitat sites with staff for knowledge sharing and training. Provide contact information for Hebda/Jones to staff for open communication/ongoing education regarding species on an as-needed basis. • Facilitate knowledge transfer from CMM with staff e.g. provide relevant documents for staff to read and refer to. • Print and distribute brochures/posters at the park regarding the Atlantic Mud-piddock. • Plan and execute one public event which includes outreach and education around the species. • Interact with visitors on a daily basis to raise awareness about the Mud-piddock and the Species at Risk Act. • During daily low-tide tours for public during the season (approx. 120 tours scheduled), stop at an Atlantic Mud-piddock habitat site to teach the group how to identify the species as well as how to safely navigate the ocean floor as not to disrupt habitat. • Prepare, schedule, and post social media content on Burntcoat Head Park's Facebook and Instagram platforms focused on Atlantic Mud-piddock habitat protection/species-at-risk awareness/stewardship. • Update Burntcoatheadpark.ca web page(s) with warnings about the Atlantic Mud-piddock habitat and information about the species' critical habitat.	
Deliverables:	
a) A copy of summary report which outlines: • # of staff training activities and staff testimonials from the training (with Andrew/Dr Jones and CMM), • # of brochures/posters with Atlantic Mud-piddock information printed and distributed; • # of web page(s) updated with species information; # of page visits to said web page(s); • # of public events; # of attendees to public event(s); • # of social media posts made regarding the species; • # of ocean floor tours which included outreach regarding the species; • Pictures taken at public events/public tours; and • Screenshots of example social media posts and/or web pages with species information. b) Copies of receipts, invoices and/or a general ledger for any expense that is 5% or more of the annual HSP contribution amount for expenses funded by HSP.	

3. Projected Expenditures

3.1. HSP Projected Expenditures for 2026-27

Budget 2026-27		
Expense category	Expense description	\$ Requested to HSP
Salaries and wages and employer mandatory benefits	Park Staff 153 days x 8 hours per day x \$20 per hour= \$24,480 plus 10% MERCs = \$26, 928 HSP portion= \$23,759	\$23,759
Materials and supplies	Signage and/or outdoor whiteboard signs to aid in traffic flow away from habitat areas. 2 x \$300= \$600	\$600
Printing, publishing	Brochure/printed material cost – 3,000 brochures @ .22 cents per brochure = \$660	\$660
Professional and technical services	Professional fees for species experts' contributions and consultation for the project: 2 x \$1,000= \$2,000 (Andrew Hebda and Dr. Gwyneth Jones, species experts). HSP to Cover 50% = \$1,000 Confederacy of Mainland Mi'kmaq to share Indigenous knowledge of the Atlantic Mud-piddock and provide 1 in-person training event for project staff. \$1,000	\$2,000
Administrative overhead up to 10% of the overall program funding amount	Administrative Overhead (<i>office supplies, phone line, internet, electricity</i>).	\$1,500
Total		\$28,519

3.2. HSP Projected Expenditures for 2027-28

Budget 2027-28		
Expense category	Expense description	\$ Requested to HSP
Salaries and wages and employer mandatory benefits	Park Staff 153 days x 8 hours per day x \$21 per hour= \$25,704 plus 10% MERCs = \$28,274 HSP portion= \$24,971 Wages were adjusted for annual CPI increases	\$24,971
Materials and supplies	Signage and/or outdoor whiteboard signs to aid in traffic flow away from habitat areas. 2 x \$300= \$600	\$600
Printing, publishing	Brochure/printed material cost – 3,000 brochures @ .22 cents per brochure = \$660	\$660
Professional and technical services	Professional fees for species experts' contributions and consultation for the project: 2 x \$1,000= \$2,000 (Andrew Hebda and Dr. Gwyneth Jones, species experts). HSP to Cover 50% = \$1,000 Confederacy of Mainland Mi'kmaq to share Indigenous knowledge of the Atlantic Mud-piddock and provide 1 in-person training event for project staff. \$1,000	\$2,000
Administrative overhead up to 10% of the overall program funding amount	Administrative Overhead (office supplies, phone line, internet, electricity).	\$1,500
Total		\$29,731

3.3. HSP Projected Expenditures for 2028-29

Budget 2028-29		
Expense category	Expense description	\$ Requested to HSP
Salaries and wages and employer mandatory benefits	Park Staff 153 days x 8 hours per day x \$22 per hour= \$26,928 plus 10% MERCs = \$29,620 HSP portion= \$26,182 Wages were adjusted for annual CPI increases	\$26,182
Materials and supplies	Signage and/or outdoor whiteboard signs to aid in traffic flow away from habitat areas. 2 x \$300= \$600	\$600
Printing, publishing	Brochure/printed material cost – 3,000 brochures @ .22 cents per brochure = \$660	\$660
Professional and technical services	Professional fees for species experts' contributions and consultation for the project: 2 x \$1,000= \$2,000 (Andrew Hebda and Dr. Gwyneth Jones, species experts). HSP to Cover 50% = \$1,000 Confederacy of Mainland Mi'kmaq to share Indigenous knowledge of the Atlantic Mud-piddock and provide 1 in-person training event for project staff. \$1,000	\$2,000
Administrative overhead up to 10% of the overall program funding amount	Administrative Overhead (office supplies, phone line, internet, electricity).	\$1,500
Total		\$30,942

4. Sources of Support**4.1. Sources of Support for 2026-27**

Organization Name, Description of activities to be funded and Valuation of Support	\$ Value of Federal cash and in-kind support	\$ Value of other governmental cash and in-kind support	\$ Value other cash and in-kind support	Total \$ Support	Confirmed Y/N
Fisheries and Oceans Canada (HSP)	\$28,519			\$28,519	
Municipality of East Hants In-kind (salaries (\$36,537), media support (\$2,800), equipment, uniforms (\$1,000).		\$40,337		\$40,337	Y
Andrew Hebda & Dr. Gwyneth Jones 1:1 matching in-kind of time			\$1,000	\$1,000	Y
Total	\$28,519	\$40,337	\$1,000	\$69,856	

4.2. Sources of Support for 2027-28

Organization Name, Description of activities to be funded and Valuation of Support	\$ Value of Federal cash and in-kind support	\$ Value of other governmental cash and in-kind support	\$ Value other cash and in-kind support	Total \$ Support	Confirmed Y/N
Fisheries and Oceans Canada (HSP)	\$29,731			\$29,731	
Municipality of East Hants In-kind (salaries (\$38,171), media support (\$2,800), equipment, uniforms (\$1,000).		\$41,971		\$41,971	Y
Andrew Hebda & Dr. Gwyneth Jones 1:1 matching in-kind of time			\$1,000	\$1,000	Y
Total	\$29,731	\$41,971	\$1,000	\$72,702	

4.3. Sources of Support for 2028-29

Organization Name, Description of activities to be funded and Valuation of Support	\$ Value of Federal cash and in-kind support	\$ Value of other governmental cash and in-kind support	\$ Value other cash and in-kind support	Total \$ Support	Confirmed Y/N
Fisheries and Oceans Canada (HSP)	\$30,942			\$30,942	
Municipality of East Hants In-kind (salaries (\$39,813), media support (\$2,800), equipment, uniforms (\$1,000).		\$43,613		\$43,613	Y
Andrew Hebda & Dr. Gwyneth Jones 1:1 matching in-kind of time			\$1,000	\$1,000	Y
Total	\$30,942	\$43,613	\$1,000	\$75,555	

5. Movement of Funds

- 5.1.** The total funding amount per expense category in section 3 of this Schedule represents an estimate and may increase or decrease by ten percent (10%) per expense category per Fiscal Year except where an expense category is followed by an asterisk (*), which indicates that the amount is the total maximum payable for the planned expenditure in that Fiscal Year.
- 5.2.** For funding increases or decreases in excess of ten percent (10%) per expense category per Fiscal Year, the Recipient will submit a request in writing to DFO.HspMar-PihMar.MPO@dfo-mpo.gc.ca. The movement of funding between expense categories is subject to prior DFO approval.

SCHEDULE 6**CASH FLOW PROJECTION OF ELIGIBLE COSTS****Fiscal Year 2026-2027**☒ Original☐ Revised as of _____

MONTH	Projected Project Expenditures \$	Cash Flow \$
April	\$1,500	
May	\$4,200	
June	\$4,600	
July	\$4,700	\$25,667 [90% Advance Payment]
August	\$4,700	
September	\$4,300	
October	\$3,800	
November	\$550	
December	\$0	
January	\$0	
February	\$0	
March	\$169	\$2,852 [10% Hold Back*]
TOTAL	\$28,519	\$28,519

*The amount held back for a project will be based on the program's payment parameters.

For multi-year agreements, Recipients are required to provide their project's projected expenditures and cash-flow projection for the subsequent year, with their annual year-end report.

SCHEDULE 7A (2026-2027)**PROGRESS REPORT / YEAR-END REPORT****Habitat Stewardship Program**

Fiscal Year:	2026-27
Project Title:	Mitigating Human Impact on Critical Habitat of the Atlantic Mud-piddock at Burntcoat Head Park
Agreement Number:	26-HSP-MAR-029
Name and Address of Recipient:	Municipality of the District of East Hants 15 Commerce Court Elmsdale, Nova Scotia B2S 3K5
Amount of Approved Contribution:	\$28,519

Reporting period: from: _____ to: _____

Type of report: ☐ Progress Report ☐ Year-end Report ☐ Final Report	Purpose of report: ☐ Request for advance payment ☐ Request for reimbursement ☐ Release holdback
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Section 1 – Financial Summary (to complete for every reporting period)**Table 1.1. – HSP Budget Expenditures 2026-27**Fill in the last two columns. **Do not alter the information in the first three columns.**

Expense category	Expense description	Budgeted Expenditures	Actual Expenditures to date	Planned Expenditures to the next reporting period (if applicable)
Salaries and wages and employer mandatory benefits	Park Staff 153 days x 8 hours per day x \$20 per hour = \$24,480 plus 10% MERCs = \$26,928 HSP portion= \$23,759	\$23,759		
Materials and supplies	Signage and/or outdoor whiteboard signs to aid in traffic flow away from habitat areas. 2 x \$300= \$600	\$600		
Printing, publishing	Brochure/printed material cost – 3,000 brochures @ .22 cents per brochure = \$660	\$660		
Professional and technical services	Professional fees for species experts' contributions and consultation for the project: 2 x \$1,000= \$2,000 (Andrew Hebda and Dr. Gwyneth Jones, species experts). HSP to Cover 50% = \$1,000 Confederacy of Mainland Mi'kmaq to share Indigenous knowledge of the Atlantic Mud-piddock and provide 1 in-person training event for project staff. \$1,000	\$2,000		
Administrative overhead up to 10% of the overall program funding amount	Administrative Overhead (<i>office supplies, phone line, internet, electricity</i>).	\$1,500		
	Total	\$28,519		

Table 1.2. – HSP Budget Deviations

Progress reports: Where the 'Expenses year to date' and 'Planned Expenditures for the next reporting period' will exceed the Budget above or below 10% or more for a given expense category, please provide an explanation. Add rows as required.

Year-end reports: Where the 'Expenses year to date' have deviated above or below the HSP budget by 10% or more for a given expense category, please provide an explanation. Add rows as required.

Expense category	HSP budget	Expenses year to date	Under- or Over-budget amount	Reason for budget deviation	Approved by DFO Y/N

Table 1.3. – Other Sources of Support for 2026-27

Indicate the amounts received from other sources of support in the appropriate column. *Note:* For cash contributions, provide a written confirmation (a letter or email from the supporter) confirming the funding has been granted for amounts equal to or greater than 5% of the annual total value of the agreement. Add rows as required.

Organization Name	\$ Value of Federal cash and in-kind support	\$ Value of other governmental cash and in-kind support	\$ Value other cash and in-kind support	\$ Total Support
Fisheries and Oceans Canada (HSP)				
Municipality of East Hants In-kind (salaries (\$36,537), media support (\$2,800), equipment, uniforms (\$1,000).				
Andrew Hebda & Dr. Gwyneth Jones 1:1 matching in-kind of time				
Total				

Section 2 – Performance Confirmation (to complete for every reporting period)

Table 2.1. – Activity Checklist

Activities	Results of Activity
Activity 1: Human Impact Mitigation Results to provide to DFO: a) Copy of summary report which outlines: # visitors interacted with (estimated using data collected using pedestrian counter); # of staff trained; # of hours of staff time spent stationed at key habitat access points; and - Pictures of relevant signage/pictures of staff completing tasks. b) Copies of receipts, invoices and/or a general ledger for any expense that is 5% or more of the annual HSP contribution amount for expenses funded by HSP.	☐ Complete (submit results with report) ☐ Complete (final results submitted with a previous report) ☐ In progress (submit draft results with report) ☐ Cancelled (provide explanation in table 2.2) ☐ Delayed (provide explanation in table 2.2) ☐ Not started (i.e., reporting prior to activity start date) ☐ Realized in part (i.e., project was begun but was not completed)
Activity 2: Outreach Results to provide to DFO: a) A summary report which outlines: # of staff training activities and staff testimonials from the training (with Andrew/Dr Jones and CMM);	☐ Complete (submit results with report) ☐ Complete (final results submitted with a previous report) ☐ In progress (submit draft results with report) ☐ Cancelled (provide explanation in table 2.2) ☐ Delayed (provide explanation in table 2.2) ☐ Not started (i.e., reporting prior to activity start date)

Activities	Results of Activity
# of brochures/posters with Atlantic Mud-piddock information printed and distributed; # of web page(s) updated with species information; # of page visits to relevant web page(s); # of public event(s); # of attendees to public event(s); # of social media posts made regarding the species; # of ocean floor tours which included outreach regarding the species; - Pictures taken at public events/public tours; and - Screenshots of example social media posts and/or web pages with species information. b) Copies of receipts, invoices and/or a general ledger for any expense that is 5% or more of the annual HSP contribution amount for expenses funded by HSP.	☐ Realized in part (i.e., project was begun but was not completed)

Table 2.2. – Changes to Activity/Deliverable Status

For any Activity that was cancelled, delayed or modified, please provide an explanation. Add rows as required.

Activity/Deliverable	Explanation for cancellation/delay/modified

Table 2.3. – Authorization/Permits Required

For any activity that required an authorization/permit, please identify the activity, and list the corresponding authorization type, number, and issuing authority. Submit a copy of each authorization/permit to DFO along with the Report. Add rows as required. [Pre-fill if information is available]

Agreement Activity #	Authorization Type	Authorization #	Issuing Authority

Table 2.4. – Outreach & Communications

Complete this table if any public/media events were organized, or if any public outreach/communications were undertaken, as related to the Activities of this Agreement. Outreach/Communications is defined as “promoting desired awareness and/or emotions and subsequent behavior change by providing information to target audiences through appropriate channels.” Add rows as required.

Type of Outreach/Communication (e.g. media, public event, newspaper, newsletter, magazine article, blog, webinar, information sessions, social media content, door-to-door engagement, on the ground experiential learning)	Outreach/Communication Details (e.g. title, target audience, distribution size, number of participants, brief overview of the purpose and content, feedback received, observed behavior changes (if possible))	Date of Outreach/Communication	Web Link (if not posted to the Web, submit a copy with report)

Table 2.5. – Capital Acquisitions

List all capital acquisitions purchased using HSP funding (\$10,000 or more per individual item before taxes). Invoices for capital items are required. Add rows as required.

Item and description	Cost
1.	
2.	
3.	

Section 3 – Progress on Activities (to complete for every reporting period)**Table 3.1. – Progress on Project Activities**

Provide details on the progress of the project activities to date. Identify any concerns and/or highlight any successes associated with project activities. Add rows as required.

Project Activities (from Sch.5 2.x)	Details on Progress	Concerns/Successes

Section 4 – Project benefits (to complete at the end of each fiscal year)**Table 4.1. – Benefits to SARA-listed species**

Explain how your project's Activities benefit the conservation and/or recovery of each SARA-listed species and/or their habitat.

Indicate the specific measures described in the recovery strategy, management plan or action plan and relate your project Activities to these measures. One row per measure (1 species can have many rows). Please refer to the provided spreadsheet ('Measures for species') for a quick reference to species and recovery measures. Add rows as required.

Species (common name), Population, Designable unit	Recovery Strategy, Action Plan, or Management Plan Recommended Measures (copy/paste from column K in spreadsheet 'Measures for species')	Planned: What activities will be taken to address the recovery measures?	Actual: What activities were undertaken to address the recovery measures?
Choose an item.	e.g., RS-1	e.g., Activity 1, Activity 2	e.g., Activity 1
Choose an item.			
Choose an item.			
Choose an item.			

Table 4.2. – Benefits to COSEWIC-assessed species

Please explain how your project's activities benefit the conservation of each COSEWIC-assessed species and/or their habitat. Add rows as required.

Species (common name), Population, designable unit	Planned: What Activities will be taken to benefit the conservation of each species?	Actual: Which Activities were undertaken to benefit conservation of each species?
Choose an item.	e.g., Activity 1, Activity 2	e.g., Activity 1
Choose an item.		
Choose an item.		
Choose an item.		

Table 4.3. – Results for the Fiscal Year

Provide details on the results for the fiscal year and how they have contributed to reaching the project outcomes described in section 1.3 of Schedule 5.

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Section 5 –Measuring Program Performance (to complete at the end of each fiscal year)

Table 5.1. – Performance Measures

Enter actual amounts in the last column.

Performance Measure	Planned	Actual
Area of aquatic habitat restored (total area for the funded project in sq metres)*		
Number of aquatic species at risk (species or populations) targeted by overall project activities	1	
Number of aquatic species at risk (species or populations) that benefit from the threat reduction/mitigation activities	1	
Number of aquatic species at risk (species or populations) anticipated to have trends consistent with population and distribution objectives in recovery strategies and action plans	1	
Number of actions implemented from recovery documents for aquatic species at risk (species or populations), including from area or threat-based plans	2	
Number of non-indigenous partners engaged and involved in the project (the Recipient and DFO must not be counted as partners):	1	
Number of indigenous groups involved as partners (summarize from section 6, table 6.2)	1	
Number of reports (e.g. studies, surveys, inventories, and research reports) completed		
Number of outreach events conducted (presentations, workshops etc.)	125	
Number of actions likely to continue to occur beyond the Habitat Stewardship Program	2	
Number of jobs created	3	
Number of people trained	9	

* If possible, please measure area with this standard mapping projection: Canada Albers Equal Area Conic (WKID: 102001, ESRI)

Section 6 - Supporting Documentation (to complete for every reporting period)

Complete the following table for all documents attached to Schedule 7. Clearly identify the specific page number(s) where the deliverable can be validated.

Activity #	Deliverables (from Sch. 5 (2.1))	Specific page (s) number	Document Title	Attachment (file) name (for electronic files)
	a)			
	b)			
	c)			

Section 7 – Confirmation (to complete for every reporting period)

I hereby confirm that the information provided in this report, including all attachments, is accurate to the best of my knowledge and that I am authorized to sign this report on behalf of the Recipient.

Name: _____

Position: _____

Hard Copy Signature: _____

Date: _____

Or

Electronic – Check Box

☐ I have read and agree with the above statements.

SCHEDULE 7B (2027-2028)**PROGRESS REPORT / YEAR-END REPORT****Habitat Stewardship Program**

Fiscal Year:	2027-28
Project Title:	Mitigating Human Impact on Critical Habitat of the Atlantic Mud-piddock at Burntcoat Head Park
Agreement Number:	26-HSP-MAR-029
Name and Address of Recipient:	Municipality of the District of East Hants 15 Commerce Court Elmsdale, Nova Scotia B2S 3K5
Amount of Approved Contribution:	\$29,731

Reporting period: from: _____ to: _____

Type of report:	Purpose of report:
☐ Progress Report	☐ Request for advance payment
☐ Year-end Report	☐ Request for reimbursement
☐ Final Report	☐ Release holdback

Section 1 – Financial Summary (to complete for every reporting period)**Table 1.1. – HSP Budget Expenditures 2027-28**Fill in the last two columns. **Do not alter the information in the first three columns.**

Expense category	Expense description	Budgeted Expenditures	Actual Expenditures to date	Planned Expenditures to the next reporting period (if applicable)
Salaries and wages and employer mandatory benefits	Park Staff 153 days x 8 hours per day x \$21 per hour = \$25,704 plus 10% MERCs = \$28,274 HSP portion = \$24,971 Wages were adjusted for annual CPI increases	\$24,971		
Materials and supplies	Signage and/or outdoor whiteboard signs to aid in traffic flow away from habitat areas. 2 x \$300 = \$600	\$600		
Printing, publishing	Brochure/printed material cost – 3,000 brochures @ .22 cents per brochure = \$660	\$660		
Professional and technical services	Professional fees for species experts' contributions and consultation for the project: 2 x \$1,000 = \$2,000 (Andrew Hebda and Dr. Gwyneth Jones, species experts). HSP to Cover 50% = \$1,000 Confederacy of Mainland Mi'kmaq to share Indigenous knowledge of the Atlantic Mud-piddock and provide 1 in-person training event for project staff. \$1,000	\$2,000		
Administrative overhead up to 10% of the overall program funding amount	Administrative Overhead (office supplies, phone line, internet, electricity).	\$1,500		
	Total	\$29,731		

Table 1.2. – HSP Budget Deviations

Progress reports: Where the 'Expenses year to date' and 'Planned Expenditures for the next reporting period' will exceed the Budget above or below 10% or more for a given expense category, please provide an explanation. Add rows as required.

Year-end reports: Where the 'Expenses year to date' have deviated above or below the HSP budget by 10% or more for a given expense category, please provide an explanation. Add rows as required.

Expense category	HSP budget	Expenses year to date	Under- or Over-budget amount	Reason for budget deviation	Approved by DFO Y/N

Table 1.3. – Other Sources of Support for 2027-28

Indicate the amounts received from other sources of support in the appropriate column. *Note:* For cash contributions, provide a written confirmation (a letter or email from the supporter) confirming the funding has been granted for amounts equal to or greater than 5% of the annual total value of the agreement. Add rows as required.

Organization Name	\$ Value of Federal cash and in-kind support	\$ Value of other governmental cash and in-kind support	\$ Value other cash and in-kind support	\$ Total Support
Fisheries and Oceans Canada (HSP)				
Municipality of East Hants In-kind (salaries (\$38,171), media support (\$2,800), equipment, uniforms (\$1,000).				
Andrew Hebda & Dr. Gwyneth Jones 1:1 matching in-kind of time				
Total				

Section 2 – Performance Confirmation (to complete for every reporting period)

Table 2.1. – Activity Checklist

Activities	Results of Activity
Activity 1: Human Impact Mitigation Results to provide to DFO: a) Copy of summary report which outlines: # visitors interacted with (estimated using data collected using pedestrian counter); # of staff trained; # of hours of staff time spent stationed at key habitat access points; and - Pictures of relevant signage/pictures of staff completing tasks. b) Copies of receipts, invoices and/or a general ledger for any expense that is 5% or more of the annual HSP contribution amount for expenses funded by HSP.	☐ Complete (submit results with report) ☐ Complete (final results submitted with a previous report) ☐ In progress (submit draft results with report) ☐ Cancelled (provide explanation in table 2.2) ☐ Delayed (provide explanation in table 2.2) ☐ Not started (i.e., reporting prior to activity start date) ☐ Realized in part (i.e., project was begun but was not completed)
Activity 2: Outreach Results to provide to DFO: a) Copy of summary report which outlines: # of staff training activities and staff testimonials from the training (with Andrew/Dr Jones and CMM); # of brochures/posters with Atlantic Mud-piddock information printed and distributed;	☐ Complete (submit results with report) ☐ Complete (final results submitted with a previous report) ☐ In progress (submit draft results with report) ☐ Cancelled (provide explanation in table 2.2) ☐ Delayed (provide explanation in table 2.2) ☐ Not started (i.e., reporting prior to activity start date) ☐ Realized in part (i.e., project was begun but was not completed)

Activities	Results of Activity
• # of web page(s) updated with species information; # of page visits to said web page(s); • # of public event(s); # of attendees to public event(s); • # of social media posts made regarding the species; • # of ocean floor tours which included outreach regarding the species; • Pictures taken at public events/public tours; and • Screenshots of example social media posts and/or web pages with species information. b) Copies of receipts, invoices and/or a general ledger for any expense that is 5% or more of the annual HSP contribution amount for expenses funded by HSP.	

Table 2.2. – Changes to Activity/Deliverable Status

For any Activity that was cancelled, delayed or modified, please provide an explanation. Add rows as required.

Activity/Deliverable	Explanation for cancellation/delay/modified

Table 2.3. – Authorization/Permits Required

For any activity that required an authorization/permit, please identify the activity, and list the corresponding authorization type, number, and issuing authority. Submit a copy of each authorization/permit to DFO along with the Report. Add rows as required. [Pre-fill if information is available]

Agreement Activity #	Authorization Type	Authorization #	Issuing Authority

Table 2.4. – Outreach & Communications

Complete this table if any public/media events were organized, or if any public outreach/communications were undertaken, as related to the Activities of this Agreement. Outreach/Communications is defined as “promoting desired awareness and/or emotions and subsequent behavior change by providing information to target audiences through appropriate channels.” Add rows as required.

Type of Outreach/Communication (e.g. media, public event, newspaper, newsletter, magazine article, blog, webinar, information sessions, social media content, door-to-door engagement, on the ground experiential learning)	Outreach/Communication Details (e.g. title, target audience, distribution size, number of participants, brief overview of the purpose and content, feedback received, observed behavior changes (if possible))	Date of Outreach/Communication	Web Link (if not posted to the Web, submit a copy with report)

Table 2.5. – Capital Acquisitions

List all capital acquisitions purchased using HSP funding (\$10,000 or more per individual item before taxes). Invoices for capital items are required. Add rows as required.

Item and description	Cost
1.	
2.	
3.	

Section 3 – Progress on Activities (to complete for every reporting period)**Table 3.1. – Progress on Project Activities**

Provide details on the progress of the project activities to date. Identify any concerns and/or highlight any successes associated with project activities. Add rows as required.

Project Activities (from Sch.5 2.x)	Details on Progress	Concerns/Successes

Section 4 – Project benefits (to complete at the end of each fiscal year)**Table 4.1. – Benefits to SARA-listed species**

Explain how your project's Activities benefit the conservation and/or recovery of each SARA-listed species and/or their habitat.

Indicate the specific measures described in the recovery strategy, management plan or action plan and relate your project Activities to these measures. One row per measure (1 species can have many rows). Please refer to the provided spreadsheet ('*Measures for species*') for a quick reference to species and recovery measures. Add rows as required.

Species (common name), Population, Designable unit	Recovery Strategy, Action Plan, or Management Plan Recommended Measures (copy/paste from column K in spreadsheet ' <i>Measures for species</i> ')	Planned: What activities will be taken to address the recovery measures?	Actual: What activities were undertaken to address the recovery measures?
Choose an item.	e.g., RS-1	e.g., Activity 1, Activity 2	e.g., Activity 1
Choose an item.			
Choose an item.			
Choose an item.			

Table 4.2. – Benefits to COSEWIC-assessed species

Please explain how your project's activities benefit the conservation of each COSEWIC-assessed species and/or their habitat. Add rows as required.

Species (common name), Population, designable unit	Planned: What Activities will be taken to benefit the conservation of each species?	Actual: Which Activities were undertaken to benefit conservation of each species?
Choose an item.	e.g., Activity 1, Activity 2	e.g., Activity 1
Choose an item.		
Choose an item.		
Choose an item.		

Table 4.3. – Results for the Fiscal Year

Provide details on the results for the fiscal year and how they have contributed to reaching the project outcomes described in section 1.3 of Schedule 5.

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Section 5 –Measuring Program Performance (to complete at the end of each fiscal year)

Table 5.1. – Performance Measures

Enter actual amounts in the last column.

Performance Measure	Planned	Actual
Area of aquatic habitat restored (total area for the funded project in sq metres)*		
Number of aquatic species at risk (species or populations) targeted by overall project activities	1	
Number of aquatic species at risk (species or populations) that benefit from the threat reduction/mitigation activities	1	
Number of aquatic species at risk (species or populations) anticipated to have trends consistent with population and distribution objectives in recovery strategies and action plans	1	
Number of actions implemented from recovery documents for aquatic species at risk (species or populations), including from area or threat-based plans	2	
Number of non-indigenous partners engaged and involved in the project (the Recipient and DFO must not be counted as partners):	1	
Number of indigenous groups involved as partners (summarize from section 6, table 6.2)	1	
Number of reports (e.g. studies, surveys, inventories, and research reports) completed		
Number of outreach events conducted (presentations, workshops etc.)	125	
Number of actions likely to continue to occur beyond the Habitat Stewardship Program	2	
Number of jobs created	3	
Number of people trained	9	

* If possible, please measure area with this standard mapping projection: Canada Albers Equal Area Conic (WKID: 102001, ESRI)

Section 6 - Supporting Documentation (to complete for every reporting period)

Complete the following table for all documents attached to Schedule 7. Clearly identify the specific page number(s) where the deliverable can be validated.

Activity #	Deliverables (from Sch. 5 (2.1))	Specific page (s) number	Document Title	Attachment (file) name (for electronic files)
	a)			
	b)			
	c)			

Section 7 – Confirmation (to complete for every reporting period)

I hereby confirm that the information provided in this report, including all attachments, is accurate to the best of my knowledge and that I am authorized to sign this report on behalf of the Recipient.

Name: _____

Position: _____

Hard Copy Signature: _____

Date: _____

Or

Electronic – Check Box

☐ I have read and agree with the above statements.

SCHEDULE 7C (2028-2029)**PROGRESS REPORT / YEAR-END REPORT****Habitat Stewardship Program**

Fiscal Year:	2028-29
Project Title:	Mitigating Human Impact on Critical Habitat of the Atlantic Mud-piddock at Burntcoat Head Park
Agreement Number:	26-HSP-MAR-029
Name and Address of Recipient:	Municipality of the District of East Hants 15 Commerce Court Elmsdale, Nova Scotia B2S 3K5
Amount of Approved Contribution:	\$30,942

Reporting period: from: _____ to: _____

Type of report: ☐ Progress Report ☐ Year-end Report ☐ Final Report	Purpose of report: ☐ Request for advance payment ☐ Request for reimbursement ☐ Release holdback
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Section 1 – Financial Summary (to complete for every reporting period)**Table 1.1. – HSP Budget Expenditures 2028-29**Fill in the last two columns. **Do not alter the information in the first three columns.**

Expense category	Expense description	Budgeted Expenditures	Actual Expenditures to date	Planned Expenditures to the next reporting period (if applicable)
Salaries and wages and employer mandatory benefits	Park Staff 153 days x 8 hours per day x \$22 per hour= \$26,928 plus 10% MERCs = \$29,620 HSP portion= \$26,182 Wages were adjusted for annual CPI increases	\$26,182		
Materials and supplies	Signage and/or outdoor whiteboard signs to aid in traffic flow away from habitat areas. 2 x \$300= \$600	\$600		
Printing, publishing	Brochure/printed material cost – 3,000 brochures @ .22 cents per brochure = \$660	\$660		
Professional and technical services	Professional fees for species experts' contributions and consultation for the project: 2 x \$1,000= \$2,000 (Andrew Hebda and Dr. Gwyneth Jones, species experts). HSP to Cover 50% = \$1,000 Confederacy of Mainland Mi'kmaq to share Indigenous knowledge of the Atlantic Mud-piddock and provide 1 in-person training event for project staff. \$1,000	\$2,000		
Administrative overhead up to 10% of the overall program funding amount	Administrative Overhead (office supplies, phone line, internet, electricity).	\$1,500		
	Total	\$30,942		

Table 1.2. – HSP Budget Deviations

Progress reports: Where the 'Expenses year to date' and 'Planned Expenditures for the next reporting period' will exceed the Budget above or below 10% or more for a given expense category, please provide an explanation. Add rows as required.

Year-end reports: Where the 'Expenses year to date' have deviated above or below the HSP budget by 10% or more for a given expense category, please provide an explanation. Add rows as required.

Expense category	HSP budget	Expenses year to date	Under- or Over-budget amount	Reason for budget deviation	Approved by DFO Y/N

Table 1.3. – Other Sources of Support for 2028-29

Indicate the amounts received from other sources of support in the appropriate column. *Note:* For cash contributions, provide a written confirmation (a letter or email from the supporter) confirming the funding has been granted for amounts equal to or greater than 5% of the annual total value of the agreement. Add rows as required.

Organization Name	\$ Value of Federal cash and in-kind support	\$ Value of other governmental cash and in-kind support	\$ Value of other cash and in-kind support	\$ Total Support
Fisheries and Oceans Canada (HSP)				
Municipality of East Hants In-kind (salaries (\$39,813), media support (\$2,800), equipment, uniforms (\$1,000).				
Andrew Hebda & Dr. Gwyneth Jones 1:1 matching in-kind of time				
Total				

Section 2 – Performance Confirmation (to complete for every reporting period)

Table 2.1. – Activity Checklist

Activities	Results of Activity
Activity 1: Human Impact Mitigation Results to provide to DFO: a) Copy of summary report which outlines: # visitors interacted with (estimated using data collected using pedestrian counter); # of staff trained; # of hours of staff time spent stationed at key habitat access points; and - Pictures of relevant signage/pictures of staff completing tasks. b) Copies of receipts, invoices and/or a general ledger for any expense that is 5% or more of the annual HSP contribution amount for expenses funded by HSP.	☐ Complete (submit results with report) ☐ Complete (final results submitted with a previous report) ☐ In progress (submit draft results with report) ☐ Cancelled (provide explanation in table 2.2) ☐ Delayed (provide explanation in table 2.2) ☐ Not started (i.e., reporting prior to activity start date) ☐ Realized in part (i.e., project was begun but was not completed)
Activity 2: Outreach Results to provide to DFO: a) A copy of summary report which outlines:	☐ Complete (submit results with report) ☐ Complete (final results submitted with a previous report) ☐ In progress (submit draft results with report) ☐ Cancelled (provide explanation in table 2.2)

Activities	Results of Activity
# of staff training activities and staff testimonials from the training (with Andrew/Dr Jones and CMM), # of brochures/posters with Atlantic Mudpaddock information printed and distributed; # of web page(s) updated with species information; # of page visits to said web page(s); # of public events; # of attendees to public event(s); # of social media posts made regarding the species; # of ocean floor tours which included outreach regarding the species; - Pictures taken at public events/public tours; and - Screenshots of example social media posts and/or web pages with species information. b) Copies of receipts, invoices and/or a general ledger for any expense that is 5% or more of the annual HSP contribution amount for expenses funded by HSP.	☐ Delayed (provide explanation in table 2.2) ☐ Not started (i.e., reporting prior to activity start date) ☐ Realized in part (i.e., project was begun but was not completed)

Table 2.2. – Changes to Activity/Deliverable Status

For any Activity that was cancelled, delayed or modified, please provide an explanation. Add rows as required.

Activity/Deliverable	Explanation for cancellation/delay/modified

Table 2.3. – Authorization/Permits Required

For any activity that required an authorization/permit, please identify the activity, and list the corresponding authorization type, number, and issuing authority. Submit a copy of each authorization/permit to DFO along with the Report. Add rows as required. [Pre-fill if information is available]

Agreement Activity #	Authorization Type	Authorization #	Issuing Authority

Table 2.4. – Outreach & Communications

Complete this table if any public/media events were organized, or if any public outreach/communications were undertaken, as related to the Activities of this Agreement. Outreach/Communications is defined as “promoting desired awareness and/or emotions and subsequent behavior change by providing information to target audiences through appropriate channels.” Add rows as required.

Type of Outreach/Communication (e.g. media, public event, newspaper, newsletter, magazine article, blog, webinar, information sessions, social media content, door-to-door engagement, on the ground experiential learning)	Outreach/Communication Details (e.g. title, target audience, distribution size, number of participants, brief overview of the purpose and content, feedback received, observed behavior changes (if possible))	Date of Outreach/Communication	Web Link (if not posted to the Web, submit a copy with report)

Table 2.5. – Capital Acquisitions

List all capital acquisitions purchased using HSP funding (\$10,000 or more per individual item before taxes). Invoices for capital items are required. Add rows as required.

Item and description	Cost
1.	
2.	
3.	

Section 3 – Progress on Activities (to complete for every reporting period)**Table 3.1. – Progress on Project Activities**

Provide details on the progress of the project activities to date. Identify any concerns and/or highlight any successes associated with project activities. Add rows as required.

Project Activities (from Sch.5 2.x)	Details on Progress	Concerns/Successes

Section 4 – Project benefits (to complete at the end of each fiscal year)**Table 4.1. – Benefits to SARA-listed species**

Explain how your project's Activities benefit the conservation and/or recovery of each SARA-listed species and/or their habitat.

Indicate the specific measures described in the recovery strategy, management plan or action plan and relate your project Activities to these measures. One row per measure (1 species can have many rows). Please refer to the provided spreadsheet ('*Measures for species*') for a quick reference to species and recovery measures. Add rows as required.

Species (common name), Population, Designable unit	Recovery Strategy, Action Plan, or Management Plan Recommended Measures (copy/paste from column K in spreadsheet ' <i>Measures for species</i> ')	Planned: What activities will be taken to address the recovery measures?	Actual: What activities were undertaken to address the recovery measures?
Choose an item.	e.g., RS-1	e.g., Activity 1, Activity 2	e.g., Activity 1
Choose an item.			
Choose an item.			
Choose an item.			

Table 4.2. – Benefits to COSEWIC-assessed species

Please explain how your project's activities benefit the conservation of each COSEWIC-assessed species and/or their habitat. Add rows as required.

Species (common name), Population, designable unit	Planned: What Activities will be taken to benefit the conservation of each species?	Actual: Which Activities were undertaken to benefit conservation of each species?
Choose an item.	e.g., Activity 1, Activity 2	e.g., Activity 1
Choose an item.		
Choose an item.		
Choose an item.		

Table 4.3. – Results for the Fiscal Year

Provide details on the results for the fiscal year and how they have contributed to reaching the project outcomes described in section 1.3 of Schedule 5.

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Section 5 –Measuring Program Performance (to complete at the end of each fiscal year)

Table 5.1. – Performance Measures

Enter actual amounts in the last column.

Performance Measure	Planned	Actual
Area of aquatic habitat restored (total area for the funded project in sq metres)*		
Number of aquatic species at risk (species or populations) targeted by overall project activities	1	
Number of aquatic species at risk (species or populations) that benefit from the threat reduction/mitigation activities	1	
Number of aquatic species at risk (species or populations) anticipated to have trends consistent with population and distribution objectives in recovery strategies and action plans	1	
Number of actions implemented from recovery documents for aquatic species at risk (species or populations), including from area or threat-based plans	2	
Number of non-indigenous partners engaged and involved in the project (the Recipient and DFO must not be counted as partners):	1	
Number of indigenous groups involved as partners (summarize from section 6, table 6.2)	1	
Number of reports (e.g. studies, surveys, inventories, and research reports) completed		
Number of outreach events conducted (presentations, workshops etc.)	125	
Number of actions likely to continue to occur beyond the Habitat Stewardship Program	2	
Number of jobs created	3	
Number of people trained	9	

** If possible, please measure area with this standard mapping projection: Canada Albers Equal Area Conic (WKID: 102001, ESRI)*

Section 6 – Final reporting on Project effectiveness and partnerships (insert this section in the last year's Schedule 7 only)

Table 6.1. – Project Methodology/Effectiveness

Considering the methodology used to achieve the project activities, provide details on the challenges with, and successes of the key methods and techniques implemented during your project.

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Table 6.2. – Project partnerships

Provide details on the creation of new/existing collaborations and partnerships with external groups.

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Section 7 - Supporting Documentation (to complete for every reporting period)

Complete the following table for all documents attached to Schedule 7. Clearly identify the specific page number(s) where the deliverable can be validated.

Activity #	Deliverables (from Sch. 5 (2.1))	Specific page (s) number	Document Title	Attachment (file) name (for electronic files)
	a)			
	b)			
	c)			

Section 8 – Confirmation (to complete for every reporting period)

I hereby confirm that the information provided in this report, including all attachments, is accurate to the best of my knowledge and that I am authorized to sign this report on behalf of the Recipient.

Name: _____

Position: _____

Hard Copy Signature: _____

Date: _____

Or**Electronic – Check Box**☐

I have read and agree with the above statements.