

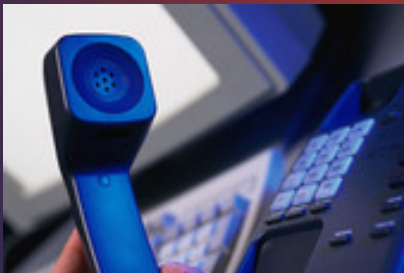


**WEST HANTS REGIONAL MUNICIPALITY**  
**Special Council Meeting - Agenda**  
**June 15, 2021 – 6:00 p.m.**  
**Virtual via Zoom**  
**(also FB Livestream)**

---

1. Call to Order
2. Attendance
3. Approval of the Agenda
4. Declaration(s) of Conflict of Interest
5. Announcements
6. Presentations
  - a) Dean Smith, IntelliVote – Alternative Voting
7. Special Election for District 9 – Recommendation Report
8. Committee of the Whole Excerpts of June 8, 2021
  - a) Grants & Contributions
9. New Business
  - a) 2021/22 Gas Tax Funding – Recommendation Report
10. Next Meeting Date / Adjournment

# Internet and Phone Voting for Windsor / West Hants By-Election



June 15, 2021



intelivote systems inc

# Agenda

- Who we are
- Where we have done it
- Why don't eligible electors vote
- Why consider electronic voting
- Demo online voting
- Modules available



# Who we are . . .

## Intelivote Systems Inc.

- A world leader in “Anywhere Voting” solutions
- Dartmouth, Nova Scotia based company – 2003
- A leading provider of alternative voting solutions in Canada – Federal Government Security Clearance.
- Subject matter experts in electronic voting in a full range of areas including voting security, legislation, procedures, and event management.



What we do . . .

“Give voters a choice”



Intelivote Systems provides a seamless integration of traditional polling station voting with an electronic voting solution which includes internet and telephone voting.

# Where we have done it: 2,000+ Elections

(Select events)

- Canadian leader in eVoting for Ontario Municipal elections and by-elections
  - ✓ 2006 (8), 2010 (34), 2014 (48), 2018 (99)
  - ✓ 2008:2020 (14) by-elections

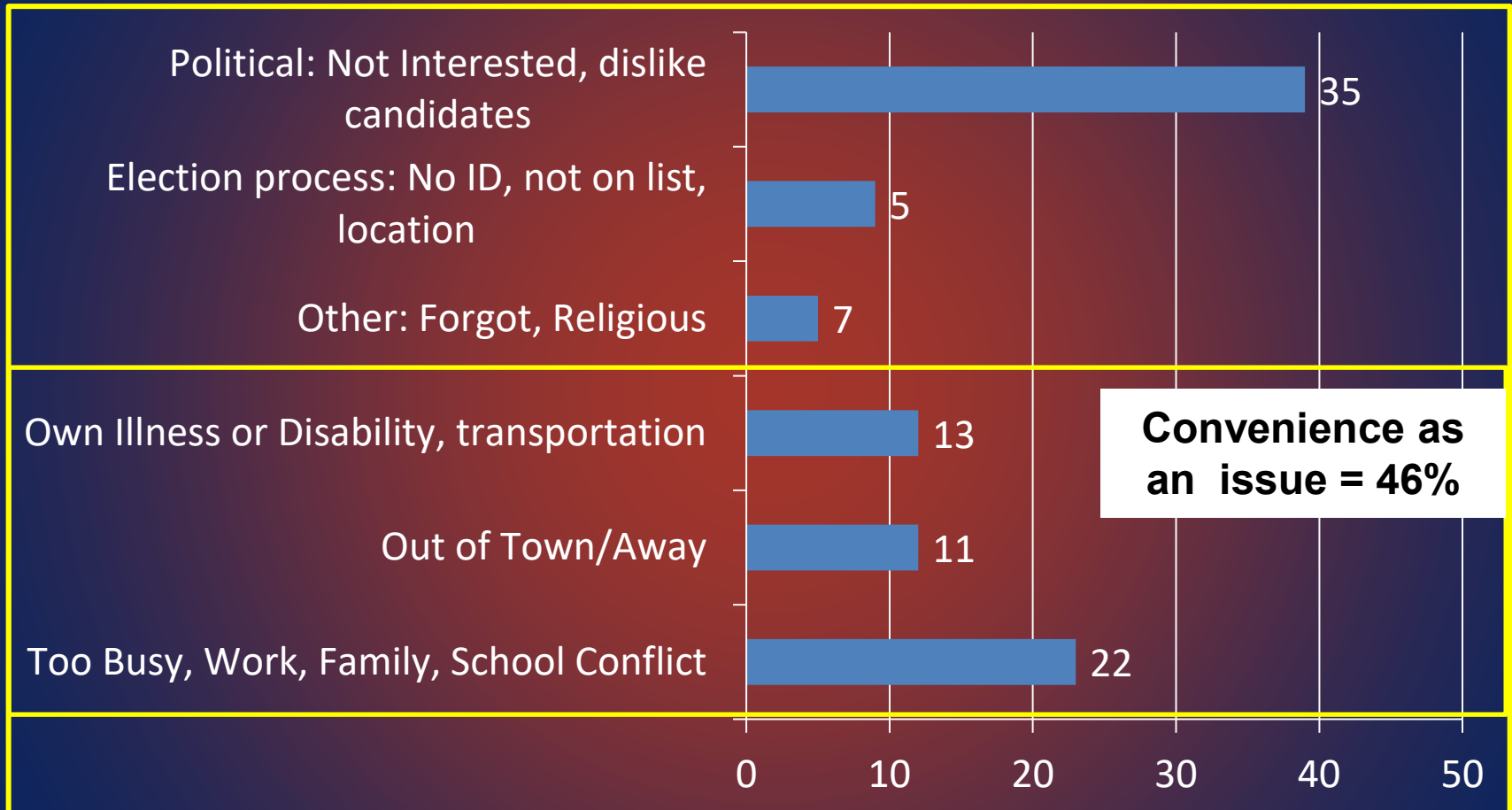
Total: 203
- Nova Scotia Municipal Elections (94) – only 48 municipalities have elections
  - ✓ October 2008 (4), 2012 (14), 2016 (23), 2020 (41 – 92% of voting population)
  - ✓ 2008:2021 – By-elections (14)

Total: 96
- Unions and Associations – 2005-2020 (85% of our business)
  - ✓ Federal Government – only provider with Security Clearance
  - ✓ USW, PSAC, CSN, Teamsters, ON Teachers, PAFSO, etc
  - ✓ Aboriginal – First Nations
  - ✓ UK Elections, US – State of Washington
- Political Leadership Elections – 17
  - ✓ NL Liberal Leadership – New Premier, August 2020
  - ✓ NS Liberal Leadership – New premier, Feb. 2021
  - ✓ PEI Liberal Leadership - June 2021



# Reasons People Did Not Vote in Oct. 2019 Federal Election

## 9.022 Million Voters Did Not Vote (33%)

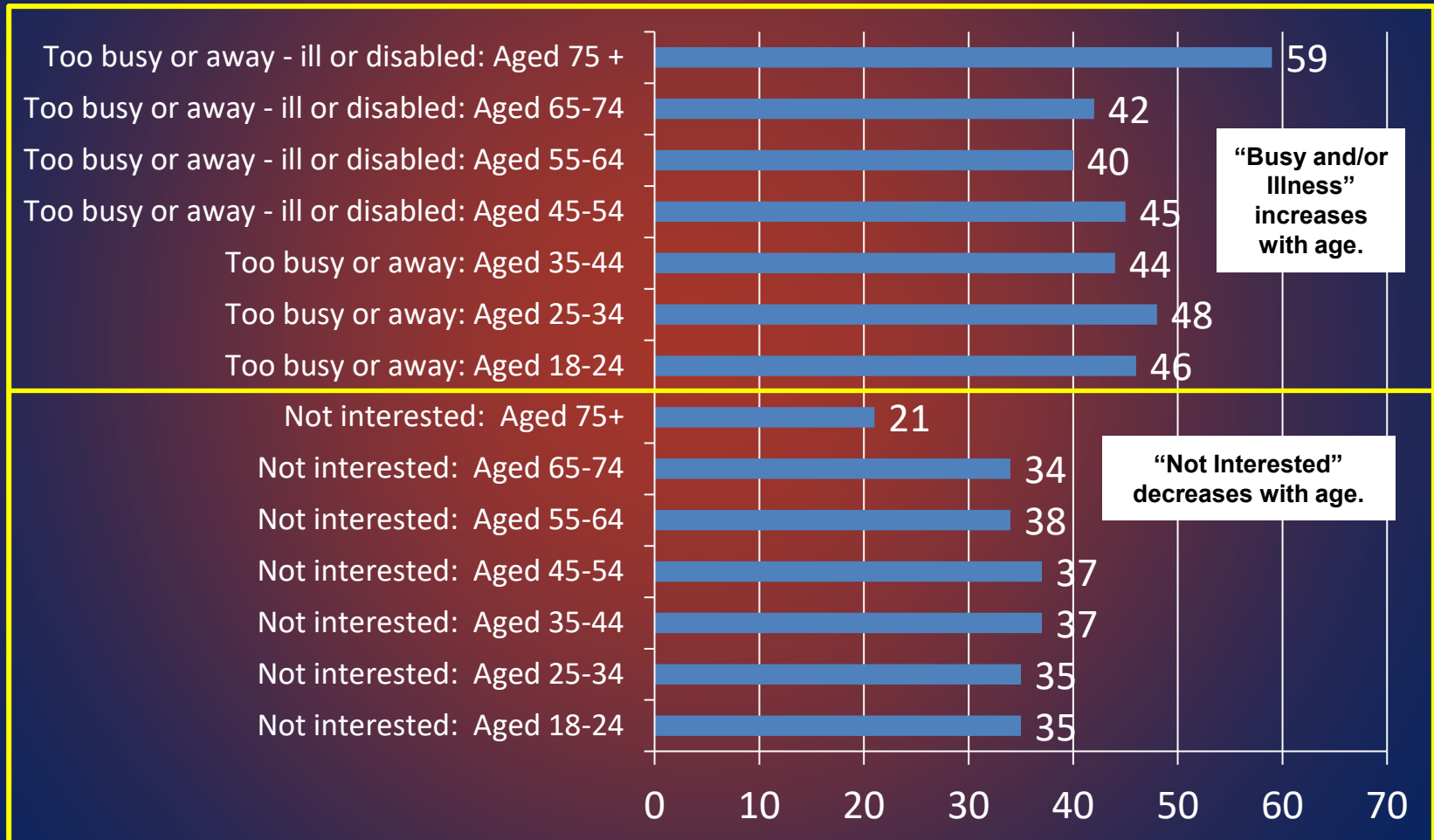


Source: Statistics Canada, February 26, 2020

# Reasons People Did Not Vote in Oct. 2019 Federal Election

## Main Reasons by Age

It Needs To Be Easier To Cast A Ballot.



Source: Statistics Canada, February 26, 2020

# Why Electronic Voting

- Voter choice and flexibility
  - Military, business travelers, students, snowbirds, disabled or infirmed, pandemic issues - safely vote
- Immediate, Auditable Results
- Voter intent clear – No spoiled ballot issues, positive ballot confirmation
- Positive impact on voter participation
- Pandemic issues – social distancing, election workers
- Addresses provincial accessibility requirements
- Cost effective – Reduces:
  - polling staff, rental of locations/scanners, printing costs, overtime/administrative effort, mailing costs & processing



# Pandemic Issues and Paper Voting

- Paper voting locations
  - Social distancing lines inside (space)
  - Lines stretching outside (weather)
  - Personal Protection Equipment for poll workers (cost)
  - Disinfecting tables, pencils, masks for voters
- Election workers – shortage, unwilling to commit (safety risks), older age of typical poll worker
- Possibility of second wave - fall of 2020
  - Published poll locations closed - no longer available
  - Self isolation returns



**Most of these issues can be addressed  
by offering Electronic Voting**

# NS 2020 Municipal Elections

#	Nova Scotia - 2020 Municipal & CSAP Election	Voted	% Part.	#	Nova Scotia - 2020 Municipal & CSAP Election	Voted	% Part.
1	Argyle, Municipality	3,912	84.4%	21	Amherst, Town	4,025	52.4%
2	Port Hawkesbury, Town	1,905	73.6%	22	Westville, Town	1,430	52.1%
3	St. Mary's, Municipality	164	71.3%	23	Yarmouth, Municipality	4,374	51.4%
4	Mahone Bay, Town	616	70.4%	24	Pictou County	4,465	50.4%
5	Guysborough, Municipality	1,560	67.0%	25	Cumberland, Municipality	7,900	50.1%
6	Annapolis Royal, Town	311	66.2%	26	New Glasgow, Town	3,728	50.0%
7	Inverness, Municipality	5,175	65.5%	27	Digby, Town	720	47.6%
8	Trenton, Town	1,277	64.9%	28	Annapolis, Municipality	5,727	47.0%
9	Lunenburg, Town	1,243	64.1%	29	Shelburne, Municipality	509	46.8%
10	Cape Breton, Regional Municipality	51,253	62.6%	30	Kentville, Town	2,296	46.7%
11	Shelburne Town	820	61.5%	31	Lunenburg Municipality	9,084	44.0%
12	Oxford, Town	565	60.7%	32	Antigonish, Town	1,686	43.0%
13	Chester, Municipality	3,715	60.5%	33	Digby, Municipality	594	42.7%
14	Berwick, Town	1,071	59.5%	34	East Hants, Municipality	6,595	41.6%
15	Stewiacke, Town	603	57.6%	35	Halifax, Regional Municipality	129,219	41.0%
16	Stellarton, Town	1,882	57.6%	36	Truro, Town	4,123	39.6%
17	Yarmouth, Town	3,027	56.6%	37	Clare, Municipality	2,516	37.2%
18	Pictou, Town	1,440	56.4%	38	Bridgewater, Town	2,504	36.5%
19	Wolfville, Town	2,144	55.1%	39	Kings, Municipality	11,647	30.3%
20	Victoria, Municipality	1,999	55.1%				

# Common Issues/Comments

- We have lots of older voters who we know vote, and they won't like or use it.
- People will know how I voted.
- How do you know who is voting the PIN?
  - Cultural/religious/head of household/abusive relationship pressure
- Voters will use it just to try it creating an uninformed vote.
- Someone didn't get a PIN – can't vote.
- Cost – is it the same, more expensive or cheaper?
- Where has this been done before?





**E-voting . . . . .**

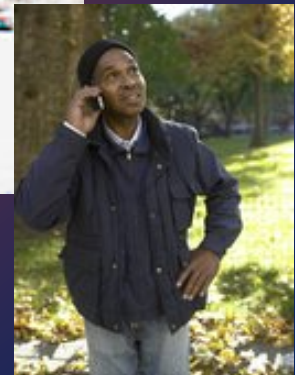
**How does a voter cast their  
ballot using the Internet.**

# Voter Information Letter

Each individual on the Final list of Electors receives a Voter Information Letter containing instructions on how to cast their ballot and their electronic voting credentials (PIN).



After receiving their Voter Instruction Letter voters connect to the voting website or call the 800 number . . . from anywhere.





Oct 13 - 27

welcome to the

# Anytown

Municipal and School Board Elections

Voting Period

**Start: October 5<sup>th</sup>, 8:00 am**

**End: October 17<sup>th</sup>, 7:00 pm**

[Continue](#)

## Anytown Municipal & School Board Elections

This step helps ensure a secure voting process.  
The box below contains a set of letters and numbers. If you cannot identify them, click the box to generate a new set.



Please enter the characters appearing in the box  
or [click here](#) to listen to the audio version.

 Continue



## Anytown Municipal and School Board Elections

Date of Birth:

May	▼	15	▼	1976	▼
-----	---	----	---	------	---

Enter your Personal Identification Number (PIN):

43218765

Continue

Exit



## **Anytown Municipal & School Board Elections**

**Welcome to the  
Anytown Municipal & School Board Elections.**

**In this election you will be voting for:**

**MAYOR**

**COUNCILLOR(S)**

**SCHOOL BOARD TRUSTEE**

**Please click 'Continue' to begin your voting session.**

**Continue**

**Exit**



## Anytown Municipal & School Board Elections

### MAYOR

Please select ONE of the following:

Robert BORDEN	<input type="checkbox"/>
John A. MACDONALD	<input checked="" type="checkbox"/>
Robert STANFIELD	<input type="checkbox"/>
Charles TUPPER	<input type="checkbox"/>

Submit

Exit



## Anytown Municipal & School Board Elections

**MAYOR**

You have chosen:

<b>John A. MACDONALD</b>	<input checked="checked" type="checkbox"/>
--------------------------	--

To confirm your selection, choose **Vote Now**

To change your selection, choose **Return to Ballot**.

<b>Vote Now</b>	<b>Return to Ballot</b>
-----------------	-------------------------



## **Anytown Municipal & School Board Elections**

**Your selection has been confirmed.**

**MAYOR**

Your selection has been recorded for:

**John A. MACDONALD**

**Continue**

**Exit**



## Anytown Municipal & School Board Elections

### COUNCILLOR - DISTRICT 1

Please select ONE of the following:

Helen CREIGHTON	<input type="checkbox"/>
Joseph HOWE	<input checked="" type="checkbox"/>
Alexander KEITH	<input type="checkbox"/>

Submit

Exit

## Anytown Municipal & School Board Elections

### COUNCILLOR - DISTRICT 1

You have chosen:

Joseph HOWE	<input checked="" type="checkbox"/>
-------------	-------------------------------------

To confirm your selection, choose **Vote Now**

To change your selection, choose **Return to Ballot**.

<b>Vote Now</b>	<b>Return to Ballot</b>
-----------------	-------------------------



## **Anytown Municipal & School Board Elections**

**Your selection has been confirmed.**

**COUNCILLOR - DISTRICT 1**

Your selection has been recorded for:

**Joseph HOWE**

**Continue**

**Exit**

## Anytown Municipal & School Board Elections

### COUNCILLORS - AT LARGE

Please select up to FOUR of the following:

Anthony CALVILLO	<input type="checkbox"/>
Joe CORNISH	<input checked="" type="checkbox"/>
Sidney CROSBY	<input checked="" type="checkbox"/>
Mario LEMIEUX	<input type="checkbox"/>
Chad OWENS	<input checked="" type="checkbox"/>
Joe SAKIC	<input checked="" type="checkbox"/>

Submit

## Anytown Municipal & School Board Elections

### COUNCILLORS - AT LARGE

You have chosen:

Joe CORNISH	<input checked="" type="checkbox"/>
Sidney CROSBY	<input checked="" type="checkbox"/>
Chad OWENS	<input checked="" type="checkbox"/>
Joe SAKIC	<input checked="" type="checkbox"/>

To confirm your selection, choose [Vote Now](#)

To change your selection, choose [Return to Ballot](#).

[Vote Now](#)

[Return to Ballot](#)



## **Anytown Municipal & School Board Elections**

**Your selection has been confirmed.**

### **COUNCILLORS - AT LARGE**

Your selection has been recorded for:

**Joe CORNISH**

**Sidney CROSBY**

**Chad OWENS**

**Joe SAKIC**

**Continue**

**Exit**

## Anytown Municipal & School Board Elections

### Anytown District School Board

Please select ONE of the following:

Jerry CORMIER	<input checked="" type="checkbox"/>
Martha SMITH	<input type="checkbox"/>

Submit

Exit

## Anytown Municipal & School Board Elections

### Anytown District School Board

You have chosen:

Jerry CORMIER	<input checked="checked" type="checkbox"/>
---------------	--

To confirm your selection, choose [Vote Now](#)

To change your selection, choose [Return to Ballot](#).

[Vote Now](#)

[Return to Ballot](#)



## **Anytown Municipal & School Board Elections**

**Your selection has been confirmed.**

**Anytown District School Board**

Your selection has been recorded for:

**Jerry CORMIER**

**Continue**

**Exit**



## Anytown Municipal & School Board Elections

**You have completed voting.**

**A summary of your vote activity is as follows.**

	Status	Method
MAYOR	Voted	Internet
COUNCILLOR - DISTRICT 1	Voted	Internet
COUNCILLORS - AT LARGE	Voted	Internet
Anytown District School Board	Voted	Internet

**You may now close your browser.**

# Election Officials

## Candidates



## Auditors



## Electors



## Voter HelpLine



## Intelivote Control

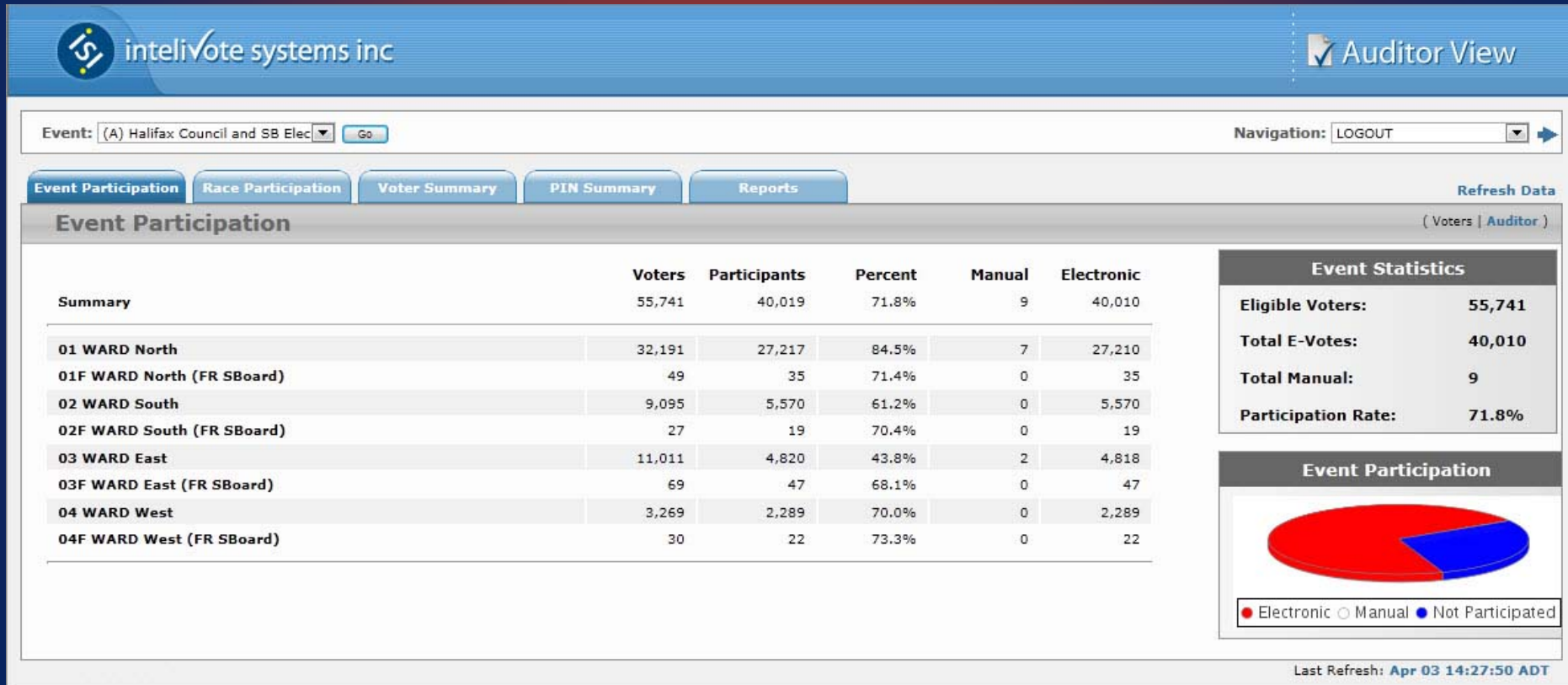


# Thank you



inteli✓vote systems inc

# Auditor Module #1



# Auditor Module #2

Event: (A) Halifax Council and SB Elec

Navigation: LOGOUT

Event Participation

Race Participation

Voter Summary

**PIN Summary**

Reports

## Individual Audit PIN Details

[\( Return to Audit Pin List \)](#)

[View Voter Audit Log](#)

Race	Vote Time	Vote Channel
Mayor	Oct 12 10:42:09 ADT	<a href="#">WEB</a>
Councillors for Dartmouth North	Oct 15 15:12:28 ADT	<a href="#">WEB</a>
English School Board Members	Oct 15 15:12:28 ADT	<a href="#">WEB</a>

### Audit Log Entries

Log ID	Time	Comments	Status
54007	Oct 15 15:15:59 ADT	PIN has been locked	SUCCESS
54007	Oct 15 15:12:30 ADT	PIN has been Validated	SUCCESS
54004	Oct 15 15:09:22 ADT	PIN has been Validated	SUCCESS
53730	Oct 12 10:42:11 ADT	PIN has been Validated	SUCCESS
50684	Sep 18 13:49:15 ADT	PIN has been Validated	SUCCESS
50635	Sep 18 11:15:55 ADT	PIN has been Validated	SUCCESS
50633	Sep 18 11:14:27 ADT	Audit Flag set by user: bbutler	SUCCESS

### Event Statistics

Eligible Voters:	55,741
Total E-Votes:	40,010
Total Manual:	9
Participation Rate:	71.8%

### Authentication Value(s)

PIN: 69446524



# Voter Help Module #1



Voter Help

LOGOUT

Current Caller: ARLIE KRISTA SMITH Gender:

Call Ended

[Clear Search](#)

Last Name

First Name

Unit#

Street#

Street Name

Advanced

Event (A) City of Halifax Council and School Bo

PIN

Name smith

Address

Find

Event Report

Event Info

Race Info

Find Polling Station

Candidate Users

Same Address

Update Profile

Change Category

Change Poll

Races Voted

Voter History

Voter Information

Client Ref#: 30414

Name: SMITH, ARLIE KRISTA

Date Of Birth:

Category: Public Schools, English

Poll Address: Ontarioville High School 66 Adams Rd ,Ontarioville K1K 2J0

Civic Address Information

Unit:

Street #: 65

Street Name: SPENCER DR

Street Suffix:

City: ONTARIOVILLE

Region: ON

Postal Code: K1C2P0

Country: CA

PIN Information

First Accessed:

Date and Time

Channel

Last Accessed:

01/27/2011 15:16 AST WEB

PIN Status:

COMPLETE

Campaign PIN Status:

ASSIGNED

Voter Attributes

School Support EP

Ward 5

Poll 1

Poll Suffix 0

Mailing Address Information

Mailing Line 1: 65 SPENCER DR

Mailing Line 2: P.O. BOX 13

Mailing Line 3:

Community: ONTARIOVILLE

Region: ON

Postal Code: K1C2P0

Country: CA

Print Voter Letter

Print Enumeration

PIN Action

Reason Code

Primary PIN:

Select One

Go

[LOGOUT](#)[Clear Search](#)

[Clear Search](#)

Event	(A) City of Halifax Council	PIN	Name	Last Name	First Name	Address	Unit#	Street#	Street Name
			smith						

**Advanced**

Find

## Event Report

### Race Information

### Event Info

### Race Info

**Find Polling Station**

### Same Address

[Update Profile](#)

Change Category

[Change Poll](#)

### Races Voted

### Voter History

### Candidate Users

CITY OF HALIFAX COUNCIL AND SCHOOL BOARD ELECTIONS 2011 - ARLIE KRISTA SMITH

Race	Status	Time	Channel	Description
Mayor	Voted	01/27/2011 15:16 AST	WEB	Mayor
Councilors	Voted	01/27/2011 15:16 AST	WEB	Councilors



# CEO Module

Event: (A) Halifax Council and SB Elec

Navigation: Auditor

Event Participation

Race Participation

Voter Summary

PIN Summary

Reports

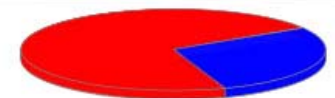
## Event Participation

	Voters	Participants	Percent	Manual	Electronic
Summary	55,741	40,019	71.8%	9	40,010
01 WARD North	32,191	27,217	84.5%	7	27,210
01F WARD North (FR SBoard)	49	35	71.4%	0	35
02 WARD South	9,095	5,570	61.2%	0	5,570
02F WARD South (FR SBoard)	27	19	70.4%	0	19
03 WARD East	11,011	4,820	43.8%	2	4,818
03F WARD East (FR SBoard)	69	47	68.1%	0	47
04 WARD West	3,269	2,289	70.0%	0	2,289
04F WARD West (FR SBoard)	30	22	73.3%	0	22

### Event Statistics

Eligible Voters:	55,741
Total E-Votes:	40,010
Total Manual:	9
Participation Rate:	71.8%

### Event Participation




● Electronic ○ Manual ● Not Participated

Last Refresh: Apr 03 14:21:27 ADT



# Candidate Module

 intelivote systems inc

Candidate View

LOGOUT

Welcome Campaign Rep

**Event**  
(A) Halifax Council and

**Category**  
All

View

**Voter Search** - Search Wildcard Character is \*

**Voter Code:**

**Last Name:**

**First Name:**

**Street Name:**

**Postal Code/Zip:** KOH1C8

**Search In:** Campaign Team

**Status:** Voted  
-Select One-  
All  
Voted  
Not Voted

Find

Sort Order of Results: Order By Name

**Total List Statistics**

**Voters** 55,745

**# Voted** 40,018

**Search Result Statistics**

**Voters** 41

**# Voted** 5

Last Refresh: 03/15/2012 13:30 PM ADT  
The Candidate Application is running in Realtime.

Manage Lists

Manage Users

**Important Info**  
This voter information is subject to all applicable privacy and election legislation with respect to its use.

**Tagging to List: Campaign Team A**

<b>AALAYI, RUTH</b>	<b>TAGGED</b>
<input checked="" type="checkbox"/>	4851 1/2 UNIVERSITY AVE E KOH1C8
<b>AAPRO, SALLY</b>	<b>TAGGED</b>
<input type="checkbox"/>	4851A UNIVERSITY AVE E KOH1C8
<b>AAPRO, SANDRA</b>	<b>TAGGED</b>
<input type="checkbox"/>	4851 UNIVERSITY AVE E KOH1C8
<b>AARLEV, SANDRA</b>	<b>TAGGED</b>
<input type="checkbox"/>	3688 UNIVERSITY AVE E KOH1C8
<b>ABATE, SCOTT</b>	<b>TAGGED</b>
<input type="checkbox"/>	3688 UNIVERSITY AVE E KOH1C8

<b>ABEL, WADE</b>	<b>TAGGED</b>
<input type="checkbox"/>	3630 UNIVERSITY AVE E KOH1C8
<b>ABEL, WAYNE</b>	<b>TAGGED</b>
<input type="checkbox"/>	3654 UNIVERSITY AVE E KOH1C8
<b>ABEL, WESLEY</b>	<b>TAGGED</b>
<input type="checkbox"/>	3654 UNIVERSITY AVE E KOH1C8
<b>ABRAHAM, JEFFREY</b>	<b>TAGGED</b>
<input type="checkbox"/>	3687 UNIVERSITY AVE E KOH1C8
<b>ABRAHAM, SANDRA</b>	<b>TAGGED</b>
<input type="checkbox"/>	3687 UNIVERSITY AVE E KOH1C8

1 2 3 Next


Back



## WEST HANTS REGIONAL MUNICIPALITY REPORT

Information <input type="checkbox"/>	Recommendation <input checked="" type="checkbox"/>	Decision Request <input type="checkbox"/>	Councillor Activity <input type="checkbox"/>
--------------------------------------	--	---	--

**To:** WHRM Council

**Submitted by:**   
Shelleena Thornton  
Administrative Supervisor/Acting Municipal Clerk

**Date:** June 15, 2021 Special Council Meeting

**Subject:** 2021 Special Municipal Election (District 9)

---

### LEGISLATIVE AUTHORITY

Municipal Government Act (MGA) - Section 17

Municipal Elections Act (MEA) – Sections 4, 13, 22, 30, 34, 38, 50, 114, 139, 146(A)

West Hants Regional Municipality (WHRM) – By-law RE-001, Municipal and School Board Elections Voting By-law

### RECOMMENDATIONS

It is recommended that Council approves...

*(and if the Special Election date is approved, the date is to be inserted into every recommendation)*

1. ...that the Special Election for West Hants Regional Municipality's (WHRM) District 9 be held on Saturday, August 28, 2021. (Section 13)
2. ...the use of alternative voting for this Special Election for District 9, as per the WHRM Municipal and School Board Elections Voting By-law, RE-001, permitting the use of internet and telephone. (Section 146A)
3. ...that IntelliVote Systems Inc. be contracted to perform alternative voting for the August 28, 2021 special election for WHRM.

4. ...that Al Kingsbury be appointed Returning Officer for the WHRM Special Election for the vacancy of District 9. (Section 4)
5. ...that Shelleena Thornton be appointed Assistant Returning Officer for the WHRM Special Election for the vacancy of District 9. (Section 4)
6. ...the Returning Officer to be appointed to act as the Registrar of Voters for the WHRM Special Election for the vacancy of District 9. (Section 22)
7. ...that the permanent register of electors established and maintained by Elections Nova Scotia be used as the preliminary list of electors for the WHRM Special Election for the vacancy of District 9. (Section 30)
8. ...that additional notification of the preliminary list of electors preparation be given to electors by posting to the WHRM website and social media sites. (Section 34)
9. ...that the amended list of electors be completed by July 16, 2021. (Section 38)
- 10....that additional notices of poll be given by posting on the WHRM website and social media sites. (Section 50)
- 11....that Thursday, August 19, 2021, be set as the other advance polling date for the WHRM Special Election for District 9, and that it remain open until close of ordinary poll day on August 28, 2021. (Section 114)
- 12....that the Tariff of Fees and Expenses made Pursuant to Section 139 of the Municipal Elections Act attached as Schedule 'C' to this report be approved.
- 13....that the Operating Reserve be used up to \$23,500 for the August 2021 special election.

## BACKGROUND

Property <input type="checkbox"/>	Public Opinion <input type="checkbox"/>	Environment <input type="checkbox"/>	Social <input type="checkbox"/>	Economic <input checked="" type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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Both the former Municipality of the District of West Hants and Town of Windsor consolidated to form the West Hants Regional Municipality on April 1, 2020.

The municipal election for the consolidated Region was held in March 2020.

The Municipal Elections Act (MEA) details planning and execution of municipal elections, and specifies decisions that must be made by councils for the planning process, such as who is organizing the election, how to give notifications to electors, what can be spent on elections, etc.

## **DISCUSSION**

The written resignation of Richard Murphy, Councillor for District 9 was submitted to the Acting Municipal Clerk on May 12, 2021 and formally received by Council at the regular May 25, 2021 council meeting (the vacancy became official once received by Council). As per the Municipal Elections Act, four weeks following the vacancy, Council must select a date for the special election to fill the vacancy and the special election shall be a Saturday not more than eleven weeks after the meeting of the council at which the day was named. Timeline examples were provided in the May 20, 2021 report to Council (attached as Appendix 'A').

Following the planning and execution processes identified in the MEA, and the recommendations before Council, the following can be highlighted:

Special Election Date - August 28<sup>th</sup> is recommended taking into consideration a few factors: (1) it is not in the middle of summer when families may be away once/if COVID restrictions lift; (2) families may have returned from summer vacations by the end of August; and (3) provides time to prepare for this special election.

Alternative Voting (Internet and Telephone) - Is being recommended because (1) it provides eligible electors easier opportunity to vote in the summer should they be away if COVID restrictions lift; (2) it reduces the human resources required to conduct a traditional paper ballot election during a summertime election and during the COVID-19 pandemic; (3) during the pandemic, when sanitizing, face masks, and physical-distancing are required, the facility to be used to host the special election within the District may pose challenging and there is no guarantee it will remain open with the unknowns of COVID-19. Alternative voting enables eligible electors to cast their vote from anywhere; (4), in the majority of cases, voter turn-out has increased with the use of alternative voting; and (5), as per Dr. Strang in his June 4, 2021 COVID-19 address,

he would not recommend in-person voting at this time due to COVID-19 unknowns (this was in response to a potential Provincial election; however, equally applies to a Municipal Special Election).

Further, IntelliVote Systems Inc. has been successfully engaged in alternative voting methods up to and including the latest NS Municipal and School Board Elections in October 2020. Their quote falls within WHRM's Procurement & Tendering Policy and does not require staff to issue a tender. IntelliVote's services are included as Appendix 'B'.

Appointments - Both Al Kingsbury and Shelleena Thornton have conducted and been heavily engaged in previous Municipal Elections as Returning Officers and Assistant Returning Officers, using both alternative voting and traditional paper ballots. Having this experience during this special election is recommended. Further, in previous municipal elections the Returning Officers have also acted as the Registrar of Voters, and it recommended the Returning Officer fulfill this duty as well.

List of Electors – The registry of electors maintained by Elections Nova Scotia was used by the Regional Municipality in the 2020 Municipal Election. This registry is continuously updated using sources such as Registry of Motor Vehicle, death records and the latest Provincial and/or Federal elections. This registry of electors may not be 100% accurate; however, was updated last year, so recent. If used as the preliminary list of electors; the Returning Officers will conduct revisions to the list to increase accuracy. Revisions include identifying and removing duplicates, organizing the list in an understandable format, and making corrections to, or adding new electors. To use the Elections Nova Scotia registry of electors, an Information Sharing Agreement must be signed between the Province of Nova Scotia and the Regional Municipality. This Agreement was signed April 1, 2020 in anticipation of the *Conseil scolaire acadien provincial* (CSAP) election in October 2020. Despite WHRM not needing an election for CSAP due to acclamation, the Agreement remains valid until April 01, 2024.

The preliminary list of electors could also be obtained by enumeration; however, this option has not been explored due to the COVID-19 Pandemic and the timeframe in which to conduct the special election.

Notices - The MEA states that public notices regarding an election must be given by publishing them in a newspaper circulating in the area. For the 2021 Special Election for District 9, this will be done by publishing information in the Valley Journal Advertiser. In addition, the MEA states that additional notices shall be given, "if directed by council," for notice of the preliminary list of electors, as well as "in any manner approved by council" for notice of poll.

It is proposed that additional notices/advertisements be prepared by also placing them on the West Hants Regional Municipality website and social media platforms such as Facebook and Twitter.

Amended List of Electors – The amended list of electors must be prepared in time to give to candidates when their nomination papers are filed. With the recommended special election date of August 28<sup>th</sup>, nominations would be Tuesday, August 3<sup>rd</sup>. The use of alternative voting allows the list to be accessed by candidates electronically in a live format, so the date is not as significant. However, July 16<sup>th</sup> is recommended to ensure the one hard-copy of the amended list is prepared for candidates. This will ensure all candidates have the same information at the same time. Following candidates receiving the list, updates can still be made online and once IntelliVote provides candidates with the training to access it, candidates will be able to view information in real-time.

Advance Polls - The MEA mandates there be an advance poll on the Tuesday (the 4<sup>th</sup> day) before ordinary polling day and that council choose another advance poll day, either the Thursday (the 9<sup>th</sup> day before) or Saturday (the 7<sup>th</sup> day before) ordinary polling day. Thursday, August 19, 2021 is being suggested for the other advance poll day as it provides a couple of extra days for voters to cast their electronic ballots. With the use of alternative voting, the "poll" can stay open from the first advance poll day until the close on ordinary poll day.

Mobile Poll – a mobile poll will not be required with the use of alternative voting. Residents in nursing homes have utilized technology as a means to stay connected during the COVID-19 pandemic and the use of technology has become much more

familiar. Further, staff of nursing homes may assist residents in the process and election staff will be reaching out for these arrangements.

Tariff of Fees and Expenses - The MEA states that council must approve a tariff of fees and expenses to be paid to people and for other expenses in connection with an election; and if the actual expenses incurred are more than that approved, council may authorize the additional expenses. The tariff of fees and expenses being proposed for approval is attached as Schedule "C".

Draft budgets reflecting both alternative voting as well as a traditional paper ballot election is attached as Appendix 'D.'

### **NEXT STEPS**

Should the Co-ordinating Committee approve all the recommendations above, significant dates for the District 9 – 2021 WHRM Special Election would be as follows:

- June 21, 2021 – Deadline to receive Preliminary List of Electors
- July 5 - 14 – Revision Period for List of Electors
- July 16, 2021 – Amended List of Electors Completed
- August 3, 2021– Nomination Day
- August 19, 2021 – 1<sup>st</sup> Advance Poll
- August 24, 2021 - 2<sup>nd</sup> Advance Poll (although, with alternative voting, the poll will remain open starting Aug. 19<sup>th</sup> until the close on ordinary poll day)
- August 28, 2021 – Ordinary Poll Day
- August 31, 2021 – Official Addition (Count) of Election

### **FINANCIAL IMPLICATIONS**

Costs associated with a special election are often unable to be budgeted for and will therefore require a motion of council to come from the operating reserve.

### **ALTERNATIVES**

Council may choose to alter or not support any of the above-mentioned recommendations; however, this is not recommended by staff.

## **ATTACHMENTS**

- A. May 20, 2021 – Municipal Special Election – Request for Decision Report
- B. IntelliVote Services
- C. Tariff of Fees and Expenses
- D. Draft (estimated) Budget

## **CHIEF ADMINISTRATIVE OFFICER REVIEW**

Please refer to the attachments for further details. I support the contents of the report, particularly the choice to appoint an external Returning Officer. Due to the temporary vacancy of the Municipal Clerk / Executive Assistant, adding an election to list of duties and tasks to the CAO's Department at this time would detract from carrying out the current priorities of the department and day to day demands. It is further recommended that electronic voting be adopted for this election to assist with Covid concerns as well as modernizing the election process.

I support the recommendation.

Report Prepared by:

  
Shelleena Thornton, Administrative Supervisor/Acting  
Municipal Clerk

Report Approved by:


  
Mark Phillips, CAO



## WEST HANTS REGIONAL MUNICIPALITY REPORT

Information <input type="checkbox"/>	Recommendation <input checked="" type="checkbox"/>	Decision Request <input type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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**To:** Council

**Submitted by:**   
Shelleena Thornton, Administrative Supervisor

**Date:** May 20, 2021

**Subject:** Municipal Special Election – Request for Decision Report

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### LEGISLATIVE AUTHORITY

Municipal Government Act – Section 17 Mayor or councillor resignation

Municipal Elections Act – Section 13 Vacancy

### RECOMMENDATION or DECISION REQUEST

...that Council hold a Special Council Meeting at 6pm on Tuesday, June 15, 2021 to select the date for the Municipal Special Election.

### BACKGROUND

Property <input type="checkbox"/>	Public Opinion <input type="checkbox"/>	Environment <input type="checkbox"/>	Social <input type="checkbox"/>	Economic <input type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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On May 12, 2021, Councillor Richard Murphy of District 9, submitted his signed resignation letter to the Clerk. The resignation is effective once received by Council at the next council meeting. (In this case, Mr. Murphy's resignation was received during the May 20<sup>th</sup> Council meeting).

### DISCUSSION

Within four weeks of a vacancy, the Council shall name a day for a special election to fill the vacancy. (This must occur no later than June 22<sup>nd</sup>. It is not recommended to wait until the final date in the event of unknowns; therefore, the recommendation is Tuesday, June 15<sup>th</sup>).

The day fixed for the special election shall be a Saturday not more than eleven weeks after the meeting of the council at which the day was named.  
(This refers to, not more than eleven weeks starting from June 15<sup>th</sup> (or whichever date Council chooses to meet to select the election date)).

Possible Election Dates for the District 9 vacancy (in relation to the June 15<sup>th</sup> Special Council Meeting)

**Nomination Date**

**Election Date**

- |                           |                         |
|---------------------------|-------------------------|
| 1. June 22 <sup>nd</sup>  | July 17 <sup>th</sup>   |
| 2. June 29 <sup>th</sup>  | July 24 <sup>th</sup>   |
| 3. July 6 <sup>th</sup>   | July 31 <sup>st</sup>   |
| 4. July 13 <sup>th</sup>  | August 7 <sup>th</sup>  |
| 5. July 20 <sup>th</sup>  | August 14 <sup>th</sup> |
| 6. July 27 <sup>th</sup>  | August 21 <sup>st</sup> |
| 7. August 3 <sup>rd</sup> | August 28 <sup>th</sup> |

Aug. 28<sup>th</sup> - Latest date the special election could be held. (must be a Saturday no later than 11 weeks from when election date was determined).

It is suggested that these dates be taken into consideration for the recommended June 15<sup>th</sup> special council meeting date).

**NEXT STEPS**

A recommendation report will be presented at the June 8<sup>th</sup> Committee of the Whole meeting that will provide more details and information leading into a special election.

And, should Council support the recommendation, the special June 15<sup>th</sup> council meeting will be scheduled and advertised.

**FINANCIAL IMPLICATIONS**

Unknown at this time; however, more information will be available at the June 8<sup>th</sup> Committee of the Whole meeting.

**ALTERNATIVES**

- Council could opt for another council meeting date to be scheduled before Tuesday, June 22<sup>nd</sup> to select the date in which the special election will be held.

**ATTACHMENTS**

Excerpts from the Municipal Government Act and Municipal Elections Act.

**CHIEF ADMINISTRATIVE OFFICER REVIEW**

No further comments. I have been working jointly on this file.

Report Prepared by:

  
Shelleena Thornton, Administrative Supervisor

Report Reviewed by:

  
Mark Phillips, CAO

## **Municipal Government Act**

### **Mayor or councillor resignation**

**17 (1)** The mayor or a councillor may resign from office at any time by delivering to the clerk a signed resignation and such a resignation is effective on delivery by the clerk to the next meeting of the council.

**(2)** A resignation may not be withdrawn once it has been delivered to the clerk.

## **Municipal Election Act**

### **Vacancy**

**13 (1)** Subject to subsection (8), within four weeks after a vacancy occurs on a council because

(a) an insufficient number of candidates are nominated to fill the vacancies at a regular or special election; or

(b) a councillor dies, resigns, becomes disqualified or forfeits office, the council or, where there is no council, the Minister shall name a day for a special election to fill the vacancy and, if no regular meeting of the council is to be held within that time, the clerk shall call a special meeting for the purpose.

**(1A)** Subject to subsection (8), within four weeks after a vacancy occurs on a school board because

(a) an insufficient number of candidates are nominated to fill the vacancies at a regular or special election; or

(b) a member dies, resigns, becomes disqualified or forfeits office, the school board, or where there is no school board, the Minister of Education and Early Childhood Development, shall name a day for a special election to fill the vacancy and, if no regular meeting of the school board is to be held within that time, the superintendent shall call a special meeting for that purpose.

**(1B)** Notwithstanding subsection (1A), but subject to subsection (2), if the municipal returning officer is to be the returning officer for the special election of the school board member, the municipal returning officer shall provide the school board or the Minister of Education and Early Childhood Development with the dates that the returning officer is able to act as returning officer for the special election and the school board or the Minister shall select the day for the special election from the dates that the returning officer provides.

**(2)** The day fixed for the special election shall be a Saturday not more than eleven weeks after the meeting of the council at which the day was named.

**(3)** Nomination day for a special election shall be the fourth Tuesday preceding ordinary polling day.

**(4)** If the vacancy referred to in subsection (1) is in the office of mayor, the nomination day for the office of mayor shall be the fifth Thursday preceding ordinary polling day.

**(5)** If a vacancy is created in the council by virtue of a councillor being nominated for mayor pursuant to subsection (4), the nomination day for the vacancy shall be as provided in subsection (3).

**(6)** A special election shall be conducted as nearly as may be in accordance with the provisions governing regular elections.

**(7)** A councillor elected at a special election shall hold office from the time when he takes his oath of office until his successor is sworn into office or, if there is no successor, until the meeting at which the successor would have been sworn into office if there was a successor.

**(8)** No special election shall be held for a vacancy on a council within the six months preceding ordinary polling day for a regular election unless otherwise determined by the Minister or the council.

## Appendix 'B'

### Base Services Provided – Intelivote Systems

#### West Hants Regional Municipality

#	Base Fee Services Included	Description	Not Included
1	Multiple voting channels	Provides the voter with a choice of voting channel: internet, wireless device, and mobile or land line telephone. Includes the activities associated with the telecommunications setup for electronic voting; appropriate bandwidth; phone ports; website registration etc.	Voter equipment / hardware; equipment and internet connections for the Polling Stations (if required).
2	Election event system setup	<p>This eVoting system is fully configurable, facilitating a wide array of voting configuration options. All activity associated with configuring the election is included in the base service.</p> <p>This includes such activities as: candidate or question assignment; race and candidate name recordings; voter list management; secure ID and password management; configuring and loading races (i.e. type of race, sequence and presentation display).</p>	
3	PIN management	<p>Intelivote Systems will generate the PINs using the eligible voter population to determine the required PIN length and to determine the number of additional PINs required as spares. A unique PIN will be created for each eligible voter based on the file provided by the owner of the list.</p> <p>In addition to the PIN, an eligible voter category is created and finally a file is produced suitable for production of voter instruction letters.</p>	

#	Base Fee Services Included	Description	Not Included
4	Customization of voter instructions	Creation of the Voter Instruction Letter providing specific instructions on how to successfully use the electronic voting process.	
5	Customized welcome webpage	Generation of a customized webpage working with the client ensuring all legislative issues and by-laws relating to voter notification are adequately addressed.	
6	Full enumeration capability	Provides the ability to add voters to the official voters list, assign the necessary ward/district voting privilege, and issue a PIN for voting purposes.	Equipment or hardware used by the returning officer or clerk. A standard PC with internet access is required.
7	Support module for Voter's HelpLine	The Voter HelpLine workers will have secure login access to the Voter HelpLine module. It provides a full set of features designed for agents to provide support to voters who may have questions regarding the election or issues relating to the voter profile, PINs, ward/district assignment, polling station locations etc.	The Voter HelpLine Centre and the agents who staff it. Telecommunications costs for the Voter HelpLine. Equipment or hardware used by the staff. Standard PCs with internet access are required.
8	Election Official(s) management tools	The Elections Officials will have a secure login which will allow for an up-to-the-minute view of critical election data, required for the administration of the election.	Equipment or hardware used by the Election Official, standard PC with internet access is required.
9	Auditor control & management tools	The Auditor will have a secure login capability to audit the various processes as determined by the election authorities. They will have the capability to observe the election as it progresses, monitoring voting activity to the candidate level in a secure mode available only to them.	Equipment or hardware used by the Auditor. A standard PC with internet access is required.

#	Base Fee Services Included	Description	Not Included
10	Candidate 'Supporter Tracking' capability	Prior to and during the election, candidates will have the ability to identify their lists of supporters using a secure login in the Candidate module. During the voting period the candidate or approved designate can track the participation of supporters online.	Equipment or hardware used by the Candidate. A standard PC with internet access is required.
11	Reporting	A series of reports are available both during and after the election. These include election vote results, audit reports, participation rate reports etc.	
12	Training	Training available on the features and use of the Auditor, CEO, Candidate, Enumeration, and Voter HelpLine modules. Training is normally provided via an instructor led webinar.	
13	Account Management	An experienced eVoting consultant, who assists with all aspects of the event and who is the single point-of-contact for the client.	

Tariff of Fees and Expenses  
West Hants Regional Municipality Special Election 2021  
(District 9 vacancy)  
Pursuant to Section 139 of the *Municipal Elections Act*

RETURNING OFFICER (RO)

For all services & expenses in connection with an election or plebiscite, an allowance of  
\$ 7,000.00

ASSISTANT RETURNING OFFICER (ARO)

For assisting the returning officer in connection with an election or plebiscite, an allowance of  
\$ 2,500.00

RENTAL OF OFFICE SPACE

Rental of a meeting hall or polling station \$125.00/day

REGISTRAR OF VOTERS (RofV)

For all services and expenses in connection with an election or plebiscite, an allowance of  
\$ 1,500.00

ENUMERATORS

For services and expenses required in the enumeration of electors, the sum of  
Flat Fee of \$200.00  
plus \$0.50 per name

REVISING OFFICERS

For all services performed in connection with the revision of names, an allowance of

a. Revising Officer	\$500.00
b. Revision Clerk	\$200.00

POLL WORKERS

Salary in connection with an election or plebiscite for poll workers, an allowance of

a. Deputy Returning Officer	\$200.00/day
b. Poll Clerk	\$160.00/day
c. For standby services as a substitute	\$40.00/day

SYSTEM ELECTION OFFICER

For all services related to an auditor to audit and monitor the performance of the system of  
alternative voting \$500.00  
Back-up auditor for standby \$ 50.00

CONSTABLES

For all services at ordinary polls, at advance polls and at the office an hourly wage of  
\$25.00/hour

TRAVEL ALLOWANCE

A Returning Officer, Assistant Returning Officer, Registrar of Voters, Revising Officer, Revision Clerk, Deputy Returning Officer, Poll Clerk, and Constables are authorized to be paid a travel allowance for mileage at the Provincial mileage rate and reasonable expenses for meals while attending to their duties. A claim for the travel allowance must be submitted using an approved expense claim form with receipts.

RECOUNTS OR CONTROVERTED ELECTIONS

For required attendance by the Returning Officer, Assistant Returning Officer, Deputy Returning Officer and Poll Clerk at a recount or a court application regarding a controverted election, an allowance of \$100.00/day

OTHER

For the services of clerical assistants, including services for the tabulation of traditional election results, an allowance of \$15.00/hour

For addressing envelopes for mailing to electors, an allowance of \$15.00/hour

Training Sessions \$45.00/session

All other fees and expenses in connection with an election or plebiscite will be at reasonable costs.

Except for travel allowance expenses, the returning officer and assistant returning officer shall not be paid additional fees while performing the duties of the registrar of voters, enumerators, revising officers, revision clerk, constables, deputy returning officer, and poll clerk.

DELEGATION OF AUTHORITY

The Chief Administrative Officer has the authority to revise and amend the Tariff of Fees and Expenses to be paid as is reasonable to conduct an election or plebiscite.

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- Black font represents being required for Alternative Voting.
- Black font (most) plus blue font represents required for traditional paper ballot voting.
- Light grey represents, may be required but rarely (not likely) during either voting method.

Appendix 'D' – Draft (estimated) Budgets

**West Hants Regional Municipality**  
**Estimated Cost of Expenditures (Alternative Voting)**  
**2021 Special Election Budget - District 9**

		Budget	Notes
<b><u>Revenue</u></b>			
	Operational		
<b><u>Expenditures</u></b>			
	Returning Officer*	\$ 7,000.00	
	Assistant Returning Officer*	\$ 2,736.05	
	Deputy Returning Officers*	\$ -	
	Poll Clerk*	\$ -	
	Training*	\$ -	
	Auditor	\$ 547.21	
	Auditor (backup)	\$ 50.00	
	Hall Rental	\$ -	
	Stationary and copying	\$ 100.00	
	Mailing*	\$ 2,006.55	1500 at \$1.30 ea.
	Printing Costs	\$ -	
	Advertisements	\$ 2,797.85	7 newspaper ads
	Travel Allowance	\$ 300.00	meals and mileage rough estimate
	Alternative Voting	\$ 3,087.00	Flat rate for up to 1500 electors
	<b>Subtotal</b>	\$ 18,624.66	
	15% Contingency	\$ 2,793.70	
	<b>Total</b>	\$ 21,418.36	
			* All Labour includes EI, CPP, WCB

**West Hants Regional Municipality**  
**Estimated Cost of Expenditures (Traditional Paper Ballot Voting)**  
**2021 Special Election Budget - District 9**

		Budget	Notes
<b><u>Revenue</u></b>			
	Operational		
<b><u>Expenditures</u></b>			
	Returning Officer	\$ 7,000.00	no CPP, EI, WCB
	Assistant Returning Officer*	\$ 2,736.05	
	Deputy Returning Officers*	\$ 656.65	-
	Poll Clerk*	\$ 1,400.86	8 at 160 ea. poll clerks, 2 First Aid Training
	Training*	\$ 1,305.66	11 election training, 9 First Aid Course
	Poll Worker Stand-by*	\$ 262.66	2 for 3 days
	Hall Rental	\$ 125.00	1 hall rentals
	Stationary and copying	\$ 200.00	
	Mailing*	\$ 2,006.55	1500 at \$1.30 ea.
	Printing Costs	\$ 1,646.40	ballots, seals, boxes, voter cards, poll books, signage
	Advertisements	\$ 2,797.85	7 newspaper ads
	Travel Allowance	\$ 300.00	meals and mileage rough estimate
	<b>Subtotal</b>	\$ 20,437.68	
	15% Contingency	\$ 3,065.65	
	<b>Total</b>	\$ 23,503.33	
			* All Labour includes EI, CPP, WCB



Committee of the Whole Excerpts  
June 8<sup>th</sup>, 2021

**Grants and Contributions**

Each year, the Municipality receives numerous requests for funding from worthwhile not-for-profit or charitable community organizations who, through volunteer efforts provide services to the community. Staff have reviewed the requests and coordinated the funding recommendations within the approved budgeted allotments and in keeping with the Grants and Contributions Policy.

Where we continue to be impacted by the COVID pandemic and provincial restrictions, staff have identified community and special events grant allocations where funds would only be expended if provincial eased to allow these events to occur.

Grants and contributions are recommended based on the understanding they are for services or activities which council has or is likely to deem required by the municipality and within the Municipality's legislative mandate.

**West Hants Dial-a-Ride**

West Hants Dial-A-Ride is seeking funding to assist with costs associated with subsidizing drives for the new fiscal year.

**...THAT COUNCIL APPROVES A \$30,000 GRANT TO WEST HANTS DIAL-A-RIDE, TO BE FUNDED THROUGH THE OPERATIONAL RESERVES, LESS ANY AMOUNT ALLOCATED IN THE OPERATING BUDGET.**

**...THAT COUNCIL DIRECT STAFF TO PREPARE A RECOMMENDATION REPORT ON THE IMPACT OF INCLUDING WEST HANTS DIAL-A-RIDE AS A LINE ITEM ON THE BUDGET COMMENCING IN 2022/2023 EQUAL TO \$30,000.**

**Newport & District Rink Commission**

Newport & District Rink Commission is looking for funding to assist with costs associated to prepare and paint interior exposed beams, supports, ties and suspended equipment supports to prolong the life of and safety of the building and for a Flood water thermo-storage tanks upgrade replacement.



Committee of the Whole Excerpts  
June 8<sup>th</sup>, 2021

**...THAT COUNCIL DIRECTS STAFF TO INCREASE THE NEWPORT & DISTRICT RINK COMMISSION REQUEST TO \$20,000 FOR THE REPLACEMENT OF THE FLOOD THERMAL STORAGE TANKS TO BE FUNDED THROUGH THE CANADA COMMUNITY BUILDING FUND.**

**...THAT COUNCIL APPROVES THE NEWPORT & DISTRICT RINK COMMISSION REQUEST FOR \$65,000 TO ASSIST WITH COSTS ASSOCIATED TO PREPARE AND PAINT INTERIOR EXPOSED BEAMS, SUPPORTS, TIES, AND SUSPENDED EQUIPMENT SUPPORTS TO PROLONG THE LIFE OF AND SAFETY OF THE BUILDING TO BE FUNDED THROUGH THE OPERATING RESERVES.**

#### **Newport Station Food Hub**

The Newport Station Food Hub requested assistance for their driveway paving project for a total project cost of \$38,000.

**...THAT COUNCIL APPROVES THE STATION FOOD HUB FUNDING FOR THE DRIVEWAY PAVING PROJECT UP TO A CEILING OF \$30,000.**

#### **Royal Canadian Legion Hants County Branch 009**

The Royal Canadian Legion Hants County Branch 009 is seeking funding to assist with costs associated with repairing the main water system for the building. And to assist with costs associated with repairing the water system for the building.

**...THAT COUNCIL APPROVES AN ADDITIONAL \$25,000 TO THE ROYAL CANADIAN LEGION, HANTS COUNTY BRANCH 009 TO BE FUNDED FROM THE OPERATIONAL RESERVES.**



Committee of the Whole Excerpts  
June 8<sup>th</sup>, 2021

**Other Grants & Contributions**

**...THAT COUNCIL ADOPT THE ATTACHED SUMMARY, AS PRESENTED, RECOMMENDING GRANT FUNDING TO THE LISTED RECIPIENTS AND AUTHORIZE STAFF TO RELEASE FUNDS ONCE ALL REQUIREMENTS, AS OUTLINED UNDER THE GRANT AND CONTRIBUTION POLICY, HAVE BEEN MET.**

**FURTHER**

**...THAT COUNCIL APPROVE THE EXPENDITURE OF \$7,500 FROM THE 5% RESERVE FUND TO FUND UPGRADES TO THE BROOKLYN TENNIS COURTS.**

**FURTHER**

**...WITH THE CHANGES NOTED BY COUNCIL IN PREVIOUS MOTIONS FOR NEWPORT & DISTRICT RINK COMMISSION, ROYAL CANADIAN LEGION HANTS COUNTY BRANCH 009, THE STATION FOOD HUB, AND WEST HANTS DIAL-A-RIDE.**



## WEST HANTS REGIONAL MUNICIPALITY REPORT

Information <input type="checkbox"/>	Recommendation <input checked="" type="checkbox"/>	Decision Request <input type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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**To:** West Hants Regional Municipality Committee of the Whole

**Submitted by:** \_\_\_\_\_  
Kathy Kehoe, Director Community Development

**Date:** June 3, 2021

**Subject:** Grants and Contributions 2021

### LEGISLATIVE AUTHORITY

*Municipal Government Act,*

Power to expend money

65 The council may expend money required by the municipality for

(au) a grant or contribution to

- (i) a society within the meaning of the *Children and Family Services Act*,
- (ii) a mental health clinic in receipt of financial assistance from the Province,
- (iii) an exhibition held by an educational institution in the municipality,
- (iv) a club, association or exhibition within the meaning of the *Agriculture and Marketing Act*,
- (v) any charitable, nursing, medical, athletic, educational, environmental, cultural, community, fraternal, recreational, religious, sporting or social organization within the Province,
- (va) a day care licensed under the *Day Care Act*,
- (vi) a registered Canadian charitable organization,
- (vii) a village,

and the municipality shall publish annually a list of the organizations and grants, or contributions made pursuant to this clause in a newspaper circulating in the municipality

### RECOMMENDATION

Committee of the Whole recommends that:

....it be recommended to Council, that Council adopts the attached summary, as presented, recommending grant funding to the listed recipients and authorize staff to release funds once all requirements, as outlined under the Grant and Contribution Policy, have been met.

further

.... It be recommended to Council, to approve the expenditure of \$7,500 from the 5% Reserve Fund to fund upgrades to the Brooklyn tennis courts.

## BACKGROUND

Property <input type="checkbox"/>	Public Opinion <input type="checkbox"/>	Environment <input type="checkbox"/>	Social <input checked="" type="checkbox"/>	Economic <input checked="" type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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Each year, the Municipality receives numerous requests for funding from worthwhile not-for-profit or charitable community organizations who, through volunteer efforts provide services to the community. Staff have reviewed the requests and coordinated the funding recommendations withing the approved budgeted allotments and in keeping with the Grants and Contributions Policy.

Where we continue to be impacted by the COVID pandemic and provincial restrictions, staff have identified community and special events grant allocations where funds would only be expended if provincial eased to allow those events to occur.

Grants and contributions are recommended based on the understanding they are for services or activities which council has or is likely to deem required by the municipality and within the Municipality's legislative mandate.

## DISCUSSION

The following annual grant types have been identified by the municipality and included in the revised policy approved by Council in November of 2020:

1. Operating grant – Maximum contribution \$1,500
2. Community Capital Project grant Maximum contribution \$2,500
3. Public Safety Grants – Maximum contribution of \$7,500
4. Community Recreation Program grant – Maximum contribution \$1,000
5. Community Event grant – Maximum contribution \$1,000
6. Special Events Operations & Promotion grant – Maximum contribution \$5,000
7. Leadership grant – Maximum contribution - \$1,000
8. Sponsorship Advertising/Donation of Prizes Requests – Maximum contribution per organization per year \$100.
9. Youth Travel Assistance – Maximum Contribution Limits apply
10. Community Trail Funding Program – Maximum contribution - \$2,500

11. Major Capital Project grant - Depending on the funding source identified, additional requirements may be necessary to maintain eligibility.
  - a. Gas Tax funding requirements:
  - b. Agreement to abide by the Municipal agreement with the Province of Nova Scotia
  - c. Community Energy Systems - \$2,500 limit
  - d. Cultural Infrastructure - \$5,000 limit
  - e. Tourism Infrastructure - \$5,000 limit
  - f. Recreational Infrastructure - \$5,000 limit
  - g. Broadband Connectivity - \$5,000 limit
  - h. Trails - \$2,500 limit

## 12. In-kind Contributions

Canada Community Building Fund, formerly Federal Gas Tax Grants:

Throughout the year, council also receives requests for financial support from a variety of organizations for funding which far exceeds the budgeted grant values. These requests are referred to the grants and contributions process for validation and suitability for other sources of funding, such as Canada Community Building Fund. Changes to the qualifying criteria for use of the Canada Community Building Fund permits the Municipality to offer capital funding to third party, not-for profit organizations. But all contributions are still subject to the stacking limitations imposed by the federal government.

Council has received requests for funding of an eligible capital nature from:

1. Ardoise Community Recreation Center – funding to support the installation of a communication sign - \$5,000
2. Falmouth Community Hall Association – funding to replace windows and the front door to support energy efficiency - \$5,000
3. Hants Shore Karate Club – funding to assist with an accessible ramp from the parking lot to the doorway, includes new ramp & stairs and upgrades to the main door entrance - \$5,000
4. Hantsport Memorial Community Centre – funding to support the maintenance on the trail on the south side of the HMCC property - \$2,500
5. Newport & District Rink Commission – funding to support flood water thermo-storage tanks upgrade/replacement - \$5,000

## **NEXT STEPS**

If approved, staff will notify groups and organizations of the decision of Council and carry out the award of funds.

## **FINANCIAL IMPLICATIONS**

Grants and Contribution funding has been recommended based on the proposed budgeted figures and includes funding levels in the 2021/22 Municipal Budget of: Grants & Contributions \$96,000, Public Safety \$15,000 and Trails \$5,000.

Sufficient Canada Community Building Funding (formerly Gas Tax) exists for those eligible projects, and will be approved in separate report.

## **ALTERNATIVES**

Council can approve, amend, or change any recommendation presented by staff with the understanding these decisions may fall outside of the established policy. This is not the course of action recommended but is within Council's purview.

## **ATTACHMENTS**

- West Hants Regional Municipality Grants and Contributions Policy RCOFN-012.00
- Grants & Contributions Recommendation 2021

## **CHIEF ADMINISTRATIVE OFFICER REVIEW**

I have reviewed the report and supporting attachments. It should be noted that the revised grant policy has provided greater consistency within the various categories that groups are eligible for funding through their applications. This helps to promote a stable impact on the operating budget vs "peaks and valleys" that can be experienced if we were not to have the structure within the policy. However, in-turn this has created ceilings for funding eligibility that may limit the level of funding provided to individual groups. Staff have recommended a balanced level of support maximizing the available funding to benefit as many groups as possible. It may be Council's wishes to further explore methods to support larger funding requests received under "Major Capital".

I support the recommendation.

Report Prepared by: \_\_\_\_\_  
Kathy Kehoe, Director Community Development

Report Reviewed by: \_\_\_\_\_  
Carlee Rochon, Director Financial Services

Report Approved by: \_\_\_\_\_  
  
Mark Phillips, Chief Administrative Officer



*GRANTS AND CONTRIBUTIONS POLICY*

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**1.0 PURPOSE**

The West Hants Regional Municipality wishes to recognize the valuable contributions provided through the volunteer efforts of community organizations and agencies on behalf of its residents. This policy demonstrates and formalizes Council's commitment to assist organizations which provide beneficial programs, services or projects to the community while, at the same time, recognizing the financial constraints affecting the Municipality's ability to provide funding to these groups.

This policy will establish eligibility requirements, identify types of funding available, explain how this is established each year and outline application, monitoring and reporting requirements. Application forms and guidelines will be developed by the Administration in support of the policy intent.

**2.0 POLICY OBJECTIVE**

The objective of this policy is to treat all organizations fairly, equitably and reasonably, within the parameters established by Council as follows:

- a) Youth development
- b) Senior support and services
- c) Public safety
- d) Provincial events
- e) Heritage and Culture

On an annual basis Council will determine the amount of funding during the budget process.

**3.0 AUTHORITY**

Authority is provided under Section 65, Municipal Government Act, as amended. The total of the amounts paid for grants in a fiscal years' operating budget will not normally exceed one percent of the taxes for general municipal purposes levied by the municipality.

**4.0 ORGANIZATIONAL ELIGIBILITY**

Pursuant to Section 65 of the *Municipal Government Act*, grants or contributions may be expended where required by the Municipality to:

- a society within the meaning of the Children and Family Services Act,
- a mental health clinic in receipt of financial assistance from the Province,
- an exhibition held by an educational institution in the

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*GRANTS AND CONTRIBUTIONS POLICY*

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Municipality,

- a club, association or exhibition within the meaning of the Agriculture and Marketing Act,
- any charitable, nursing, medical, athletic, educational, environmental, cultural, community, fraternal, recreational, religious, sporting or social organization within the Province
- a day care licensed under the Day Care Act,
- a registered Canadian charitable organization,
- a volunteer fire and emergency services providers, as defined in Municipal Government Act, who are registered with the Municipality.

### *Heritage Property Act*

Heritage designated properties within the boundaries of the West Hants Regional Municipality may be eligible for municipal grants and contributions not included within this policy.

## **5.0 TYPES OF GRANTS OR CONTRIBUTIONS AND MAXIMUM FUNDING ALLOCATION**

Grants are generally provided in the form of funds, while contributions may be through in-kind support using municipal resources, both tied to a specific outcome. Both sources of support must be reported annually by the Municipality, as is required by legislation. Council has the authority to fund projects outside of the maximum approved funding allocations stated in this Policy.

### **5.1 Operating grant – Maximum contribution \$1,500**

- Operating funding for not-for-profit community groups to assist with general operating expenses, including administrative costs and program related expenses.

### **5.2 Community Capital Project grant Maximum contribution \$2,500**

- To provide assistance for the expansion or improvement of an indoor or outdoor cultural, social, heritage and recreation facilities and/or equipment for projects under \$2,500. *Funding will not be granted to purchasing recreation equipment that the Municipality can reasonably expect individuals or groups to buy for themselves.*
- A separate agreement may be required depending on the nature and value of the asset for which the funds are provided.

### **5.3 Public Safety Grants – Maximum contribution of \$7,500, up to the amount set in the fiscal operating budget.**

**GRANTS AND CONTRIBUTIONS POLICY**

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- Grants under this category are for non-profit organizations registered with the Municipality that provided or ensure public or community safety.
- 5.4 Community Recreation Program grant – Maximum contribution \$1,000
- Recurring community recreation programs which Council has determined provide significant benefit to the broad community and are open to all members of the public.
  - Assistance provided to groups interested in the creation, expansion and improvement or recreational opportunities in their communities.
- 5.5 Community Event grant – Maximum contribution \$1,000
- Community Events that are of a cultural, social or recreational significance to the community.
- 5.6 Special Events Operations & Promotion grant – Maximum contribution \$5,000
- To provide assistance for special events operations and promotions that will see participants and spectators attend from outside the West Hants Regional Municipality. This funding will support events that foster good community relations, support culture, develop the local economy and tourism industry and enrich the quality of life for residents and visitors.
- 5.7 Leadership grant – Maximum contribution - \$1,000  
Grants available for recreation groups
- Seeking help to provide supervision and leadership to implement a program.
  - Wanting to have representatives attend leadership training that will improve the function of the group or the quality of leadership.
- 5.8 Sponsorship Advertising/Donation of Prizes Requests – Maximum contribution per organization per year \$100. - Grants will only be awarded to the extent the current fiscal budget permits.
- To provide assistance for advertising to local not-for-profit organizations for projects, events or initiatives that benefit residents and are within the mandate of the Municipality.
- 5.9 Youth Travel Assistance – Maximum Contribution Limits apply – Grants will only be awarded to the extent that the current fiscal budget permits.
- The Youth Travel Assistance Grant Program applies to residents of the West Hants Regional Municipality, 22 years of age or under, involved in non-profit minor sports or cultural activities, who have qualified to compete in sport championships/cultural events.

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**5.10 Community Trail Funding Program – Maximum contribution - \$2,500**

- The trail funding program supports community organizations in the maintenance and development of trails for public use.

**5.11 Major Capital Project grant**

- To provide assistance for the expansion or improvement of an indoor or outdoor cultural, social, heritage and recreation facilities and/or equipment for capital projects
- A separate agreement may be required depending on the nature and value of the asset for which the funds are provided.
- Depending on the funding source identified by staff, additional requirements may be necessary to maintain eligibility.
  - Gas Tax funding requirements:
    - Agreement to abide by the Municipal agreement with the Province of Nova Scotia.
    - Community Energy Systems - \$2,500 limit
    - Cultural Infrastructure - \$5,000 limit
    - Tourism Infrastructure - \$5,000 limit
    - Recreational Infrastructure - \$5,000 limit
    - Broadband Connectivity - \$5,000 limit
    - Trails - \$2,500 limit

**5.12 In-kind Contributions**

- The provision of Municipal property/facilities, materials or resources to support a service, program, project or event.

**6.0 FUNDING ELIGIBILITY**

An applicant organization must meet the following criteria in order to be considered for a Grant or Contribution.

**6.1** There can only be maximum of two applications per organization per fiscal year.**6.2** Grant applicants should be able to demonstrate active fundraising efforts to support the continuation of a program, project or service. The West Hants Regional Municipality should not be considered as a primary source of funding for the organization. (This Section 6.2 is not applicable to those applicants who provide volunteer services on behalf of the Municipality in lieu of the Municipality providing the services directly, i.e. Volunteer Fire Societies.)**6.3** Funding requests can be defined as events/projects/programs which support, sustain, promote, inform, educate, celebrate, preserve, and/or

**GRANTS AND CONTRIBUTIONS POLICY**

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provide access to the arts, culture, environment, heritage, safety and/or health activities for a specific or general demographic or geographic group.

- 6.4 Requests for financial assistance for events of a Municipal, Provincial or National significance which would be expected to bring economic and/or public relations benefit to the Municipality.
- 6.5 The applicant must demonstrate a commitment to all of the following principles:
  - a) Accessibility (open to all Municipal residents)
  - b) Effectiveness (funding supports specific Municipal goals or objectives)
  - c) Accountability (through sound management and financial practices)

**7.0 GENERAL INFORMATION**

- 7.1 Municipal Council sets the funding limits and annual budget allotments within this Grants and Contributions Policy.
- 7.2 Applicants will complete the appropriate Municipal application form and supply the requested documentation.
- 7.3 Application deadlines and expiry periods may apply.
- 7.4 All applications except for youth travel and sponsorship/donations are approved by Council and applicants will be notified by letter of approval or denial. The letter will state any terms and conditions that apply to the grant approvals.
- 7.5 Applications for youth travel and sponsorship/donations are reviewed and approved by either the Director of Community Development or the Chief Administrative Officer.
- 7.6 Applicants should demonstrate community support, fundraising efforts, and efficient use of resources, sound business practices and development of volunteers.
- 7.7 A financial statement and pertinent documentation must be filed with the Municipality annually.

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- 7.8 The Municipality reserves the right to deny any application it deems not within its' mandate.
- 7.9 All proposed work must comply with Municipal, Provincial and Federal regulations.
- 7.10 The following are the evaluation criteria that will be applied when reviewing grant applications:
- a. Project/program fits within the mandate (vision/mission) of the Municipality.
  - b. The organization is a not-for-profit and in good standing with the Registry of Joint Stock Companies.
  - c. The application is for a program, event, facility is for public community purpose.
  - d. A financial need is demonstrated.
  - e. The organization is sourcing other funding partners.
  - f. The project is economical.
  - g. The project/program brings value to the residents of the Municipality.
  - h. The funding provided by the Municipality will enable the organization to leverage dollars from other funding agencies.
  - i. The facility, program or event provides a good return on investment. The applicant has demonstrated that they will recognize the Municipality's contribution.
  - j. The organization has demonstrated long-term sustainability.
  - k. The applicant has demonstrated its own commitment to the project (ie. In-kind donations, financial contribution etc.)
- 7.11 Individuals are not eligible for funding under the Grants and Contributions Policy except with written authorization through recognized organizations or where legislation allows the Municipality to do so.
- 7.12 Funding will not be provided to offset accumulated deficits or funding shortfalls. Funding consideration is based only on budgeted revenues and expenditures in the year for which the assistance is requested.
- 7.13 The applicant organization must spend or allocate grant funding within the current fiscal year for which it has been approved and for the sole purpose under which it has been granted unless approved by the Municipality.

**8.0 APPLICATION PROCESS**

**GRANTS AND CONTRIBUTIONS POLICY**

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- 8.1 Requests for funding under this program must be submitted on or before the deadlines stated by Municipal Administration. Public notification will be provided of the submission dates and requirements for all grant programs.
- 8.2 All applications must be accompanied by the required documentation to be considered complete when received.
- 8.3 Incomplete or late applications received after the deadlines set by Administration will not be processed.
- 8.4 Applicants receiving a grant or contribution under the Grants and Contribution Policy will not be eligible to receive a grant or contribution under any other grant program established by Council in the same fiscal year. This does not apply to organizations exempted under the Property Tax Exemption policy.

**9.0 GENERAL TERMS**

- 9.1 Granting of assistance in any one year or over several years is not a commitment to future funding.
- 9.2 Applications for in-kind support will be forwarded to the respective department for review and a separate report to Council will be prepared for consideration and approval during the approval process.

**10.0 THE ROLE OF ADMINISTRATION**

- 10.1 The Administration of West Hants Regional Municipality will set application deadlines, receive and process written and complete submissions by applying established parameters, within the budget approved by Council.
- 10.2 Grant applicants determined to be ineligible for funding will be notified, in writing as soon as is practically possible.
- 10.3 The Chief Administrative Officer will provide a written report to Council on the recommended disposition of funds, annually.
- 10.4 Requests for grants, contributions or in-kind support received outside of the established grant application period will only be considered should sufficient funding be available in the current fiscal year.

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10.5 Successful applicants will be notified with an official letter with instructions and reporting requirements.

10.6 Pursuant to the Municipal Government Act, Section (65C), a list of grants approved by West Hants Regional Municipality to community organizations will be published annually on the municipal website. The information will include the name of the applicant, name of the organization and grant funding approved.

**11.0 RELATED PROGRAMS & INFORMATION**

11.1 Youth Travel Assistance Program Guidelines

11.2 Community Trail Funding Program Guidelines

11.3 Community Development In-kind Contribution Grant

11.4 Grants to Recognized Fire Services

11.5 Registered Heritage Properties Grant

**12.0 REPEAL**

12.1 The Grants and Contribution Policy, COUNCIL-01-003, dated February 10, 2015 of the former Municipality of the District of West Hants is hereby repealed.

I, Rhonda Brown, Municipal Clerk of the West Hants Regional Municipality, in the Province of Nova Scotia, do hereby certify that this is a true copy of the Policy as adopted by the Council of the West Hants Regional Municipality at a meeting duly called and held on the **24<sup>th</sup>** day of **November, 2020**.



R.N Brown  
Municipal Clerk

**GRANTS AND CONTRIBUTIONS POLICY**

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<i>Adoption</i>	
<i>Notice to Council:</i>	November 10, 2020
<i>Approval:</i>	November 24, 2020
<i>Description:</i> Initial approval of the Grants and Contribution Policy, RCOFN-012.00.	

West Hants Regional Municipality Grants & Contributions Recommendations 2021

Organization	Project	Requested									
		Operating	Community Capital Project	Public Safety	Community Recreation Program	Community Event	Special Events Operations and Promotion	Leadership	Community Trail Fund	Major Capital Project	In-Kind
9-Lives Cat Rescue Society	Operating Grant - To assist with cost associated with providing as many surgeries as possible and medical support for feral, barn and stray cats.	1,500.00									
Annapolis Valley Farm to School Committee	Operating Grant - \$1,500 - To assist with operating costs associated with the coordination of the Farm to School Snack program and the Nourish Your Roots fundraising program in AVRCE schools.	1,500.00									
Ardoise Community Recreation Center	Operating Grant - \$1,500 - to help with general operating expenses such as insurance, heat, lights, phone, security, ground maintenance (plowing and mowing), and building maintenance. Major Capital Project Grant - \$21,275 - to assist with recreation infrastructure - requirement of new outdoor sign easily maintained and updated by senior persons (65+ years of age). Current sign requires two people and requires strength and agility to change sign for events and often must be	1,500.00								21,275.00	
Avon Community Farmers' Market	Operating Grant - \$1,500 - To assist with costs associated with CGL insurance, membership to Farmers Market of Nova Scotia and general supplies. Community Event Grant - \$1,000 - To assist with costs to remove the Christmas Market.	1,500.00				1,000.00					
Avon Pony Club	Operating Grant - \$1,500- To assist with operational costs. Community Event Grant - \$1,000 - To assist with costs associated with hosting the 49th Windsor Spring Horse Show at the Windsor Exhibition Grounds postponed until late June due to COVID restrictions.	1,500.00				1,000.00					
Avon RC Flyers	Operating Grant - \$1,000 - To assist with costs associated with field maintenance and equipment upkeep.	1,500.00									
Avon River Heritage Society	Operating Grant - \$1,500 - To assist with operational costs for the Avon River Heritage Museum and Avon Spirit Shipyard in Newport Landing. Special Events Operations & Promotion Grant - \$5,000 - To assist with costs associated with the a variety of events ie. Great Little Art Show, Artisans in Action, Honey Harvest Festival & to support local community events ie. Wharf Days & community	1,500.00					5,000.00				
Avon Sport and Social Community	Community Capital Project Grant - \$2,500 - to assist with costs associated with permanent tee pad improvements and course signage. Community Recreation Program Grant - \$1,000 - To assist with the purchase of materials such as paver stones, lumber, and signage. Operating Grant - \$1,500 - To assist with operational costs.	1,500.00	2,500.00		1,000.00						
Avondale Community Club	Community Event Grant - \$1,000 - To assist with costs associated with hosting the 30th anniversary of Avondale Wharf Days. Community Capital Project Grant \$2,500- To assist with costs associated with maintaining and upgrading the community hall over the next 1-3 years. In-Kind- Use of Lighthouse, wharf, field area and any programming the Municipality would be interested in.		2,500.00			1,000.00					
Bramber New Horizons Association	Community Capital Project Grant - To assist with costs associated with updating old kitchen appliances, improve plumbing and wiring in the kitchen to keep it operational.		2,500.00								
Brooklyn District Elementary School	Community Trail Funding Program - \$1,500 - To assist with costs associated with maintenance and upkeep (clearing and mowing) of trails. (Ask to remove as only permitted to apply for two). Community Capital Project Grant - \$2,500 - To assist with costs associated with revitalizing the tennis courts in Brooklyn. Major Capital Project Grant - \$15,540. To assist with costs associated with improving the asphalt surface on the tennis court in Brooklyn. To repair the surface and re-establish one tennis court. To install a shed and make hockey nets available to be used on the surface. Also for tree removal to redo the path to the courts and to improve security in the area. To		2,500.00						1,500.00	15,450.00	
Brooklyn Volunteer Fire Department Auxiliary	Community Trail Funding Program - \$1,500 - To assist with costs associated with maintenance on the walking trail, to regravel and redeck two wooden bridges. Operating Grant - \$1,500 - To assist with operating costs for the hall.	1,500.00							1,500.00		
Burlington and District Activity Club	Operating Grant - \$1,500 - To assist with operational costs for the club. Community Capital Project Grant - \$2,500 - To assist with cost of updating the interior of the building in order to comply with the local fire code. Community Event Grant - \$1,000 - to assist with the cost of the Seniors Program; Major Capital Project Grant - \$5,000 - to assist with the cost of updating the kitchen facilities. The group has prioritized the Operating Grant & the Community Capital Grant.	1,500.00	2,500.00			1,000.00				5,000.00	
Ellershouse Community Hall	Operating Grant - \$1,500 - To assist with operational costs of running the hall. Community Capital Project Grant - \$2,500 - To assist with costs associated with running electrical wire from pump house to the generator to provide water to the hall if power is off for an extended period of time.	1,500.00	2,500.00								
Falmouth Community Hall	Operating Grant - \$1,500- To assist with operational costs for utility bills. Major Capital Project Grant - \$907.90 - to assist with costs associated with replacing windows and front door.	1,500.00								8,907.90	
Full Circle Festival Society	Operating Grant - \$1,200 - To assist with operating costs associated with event insurance and marketing promotion. Special Events Operations & Promotion Grant - \$5,000 - To assist with costs for rental fees of tents and sound equipment. In-Kind Grant - \$800 for use of the Newport Landing	1,200.00					5,000.00				800.00
Gordon Hughes Tennis Club	Operating Grant - \$1,500 - To assist with hiring a tennis coach mentor for the adult & jr. program; Community Capital Project Grant - \$2,500 - To assist with costs associated with the ongoing renovation of the court surface.	1,500.00	2,500.00								
Halifax Nordic Ski Club - Haliburton House XC and Multi-use trails	Community Capital Grant - \$2,500- to groom at Haliburton House XC we require secure storage, this will require the building of a period correct addition to house our grooming equipment in a secure manner. The expected cost of the building is approximately \$6,000. To update grooming equipment to meet challenges of Haliburton House terrain. Special Events Operations and Promotion grant - \$4,500 - To upgrade their Skandic sled groomer to a Tracked ATV which is much more stable/safer and has better traction to pull our grooming equipment on the Haliburton House terrain.		2,500.00				4,500.00				
Hants County 4-H Leaders Council	Operating Grant - \$1,500- To assist with costs associated with rental fees and Covid 19 cleaning kits. Community Event Grant - \$1,000 - To asstt with cost associated holding family events.	1,500.00				1,000.00					
Hants County Christmas Angels	Operating Grant - \$1,500 - to assist with costs associated to produce the web-a-thon . In-Kind Grant - \$3000 - To use the Community Centre and Hants Aquatic Centre building (dates to be determined).	1,500.00									3,000.00
Hants County Exhibition	merged this application with the one received from the Windsor Agricultural Society.										
Hants County Senior Safety Association	Operating Grant - To assist with operating costs associated with mileage and support salaries for the Senior Safety Coordinator in West Hants. Public Safety Grant They have requested a total of \$20,000.	5,000.00		15,000.00							
Hants Shore Karate Club	Leadership Grant - \$1,000 - To assist with ongoing support for their Sensi (Head Instructor) for training. Major Capital Grant - \$5,000 - To assist with costs associated with lighting along ramp, motion activated main entry, lighting for sign parking lot repair.							1,000.00		5,000.00	
Hants Shore Health Association	Community Capital Project Grant - \$2,500 - To assist with costs associated with maintenance to the Health Centre such as caulk/gutters/windows/gutters, and repair of emergency steps and landing and walkway and lifting the shed to add gravel and fix lower boards that are rotten. Community Recreation Program Grant - \$1,000 - To assist with costs associated with ongoing exercise yoga programs hosted at the Hants Shore Catchment area.		2,500.00		1,000.00						
Hants West Food Action Council	Operating Grant - \$1,500 - To assist with operational costs associated with the administration and operations of programming, specifically for insurance, materials and supplies.	1,500.00									
Hantsport & Area Historical Society	Community Capital Project Grant - \$2,550 - To assist with costs associated with 12 School & Community Banners. Major Capital Project Grant - \$11,040- To assist with costs associated with 4 humidifiers, 4 dehumidifiers, 1 Graphic Arts Scanner, 4 Adjustable Metal Storage Shelving Units, 1 Digital Video Camera.		2,550.00							11,040.00	
Hantsport Memorial Community Centre	Special Events Operations & Promotion Grant \$5,000 To assist with costs associated with hosting the Canada Day Celebrations in Hantsport (virtual events if necessary). Community Trail Funding Program - \$2,500 -To assist with costs associated with maintence on the trail located on the south side of the HMCC property which was destroyed by landslides and erosion.						5,000.00		2,500.00		
Heritage Classic Beef Show	Special Events Operations & Promotion Grant - \$3,000 - To assist with costs associated with hosting the beef cattle show event. Funding recommendation is pending Incorporation Status.						3,000.00				
Hillview Cemetary Association - Scotch Village	Operating Grant \$900 - To assist with costs associated with maintenance and mowing. Community Capital Project Grant - \$2,000 - To assist with costs associated with purchasing topsoil and gravel to level out headstones and fill in in sunken holes/cracks etc.	900.00	2,000.00								
Mermaid Theatre of Nova Scotia	Community Recreation Program Grant - \$1,000 -To assist with costs associated with a new digital arts project, titled "Box Stories".				1,000.00						

Organization	Project	Requested									
		Operating	Community Capital Project	Public Safety	Community Recreation Program	Community Event	Special Events Operations and Promotion	Leadership	Community Trail Fund	Major Capital Project	In-Kind
Mount Denson Community Hall	Operating Grant - \$1,500 - To assist with costs associated with a new entry door and other repairs to the hall.	1,500.00									
New Boundaries Society	Operating Grant - \$750.00 For general operating costs to run our programming. In-kind Grant - \$750.00 - To assist with funds to use municipal services for their participants.	750.00									750.00
Newport & District Rink Commission	Major Capital Project Grant - To assist with costs associated to prepare and paint interior exposed beams, supports, ties and suspended equipment supports to prolong the life of and safety of the building \$65,000 & Flood water thermo-stor tanks upgrade replacement \$20,000.									85,000.00	
North Along the Shore Jamboree Association	Special Events Operations & Promotion Grant - \$5,000 - To assist with costs associated to produce professional videos for artists at the Full Circle Music Festival and other musical performances eg. Avondale Wharf Days. Videos will be available to the municipality for promotional purposes and include recognition of support. In-kind - Support/partnership for the use of the Avondale Waterfront						5,000.00				
Poplar Grove Community Hall	Operating Grant - \$1,500 - To assist with costs associated with replacing 300 sq ft. of flooring in the hall.	1,500.00									
Royal Canadian Legion Hants County Branch 009	Operating Grant 1,500- To assist with costs associated with repairing the main water system for the building. Major Capital Project Grant - \$30,000 - To assist with costs associated with repairing the water system for the building. Project cost is anticipated to be \$100,000.	1,500.00								30,000.00	
Shore Hall Studio & Gallery	Operating Grant - \$1,500 - To assist with operating costs to help fund a community art exhibition.	1,500.00									
Slow Motion Food Film Fest Society (DBA Devour! The Food Film Fest)	Major Capital Project Grant - Requesting \$9,000 in total to support costs, marketing and project management. In-kind Contribution - Requesting 1/2 day (1 p.m.-11 p.m. October 16th) for facility access, usage and staff costs of the West Hants Sports Complex for the event.									\$9,000	
St. Croix Cemetery Company	Operating Gant - \$1,500 - To assist with costs associated with having the driveway gravelled and upgrades as required at the cemetery. <u>Funding recommendation is pending Incorporation Status.</u>	1,500.00									
Support Services Group	Community Recreation Program Grant - to assist with the cost of hosting paint night events for the group members.				250.00						
Sweets Corner Community Group	Operating Grant \$1,500 - To assist with costs associated with maintaining and operating the hall which includes moving and maintenance of addition park.	1,500.00									
Upper Burlington Community Hall Association	Community Capital Project Grant - To assist with costs associated with replacing the shingles on the west side of the hall with permanent color insulated siding.		\$2,500								
Upper Vaughan Community Hall	Operating Grant - \$1,500 - To assist with operational costs for the hall.	1,500.00									
Valley Child Development Association	Operating Grant - \$1,500 - To assist with operational costs to provide specialized service to families who have children 2 years of age to school who may be at risk emotionally and socially due to challenges in their lives.	1,500.00									
Kings County Family Resource Centre/ Valley Doulas	Operating Grant - \$1,500 - To assist with costs associated with funding the program with supplies, facilitation and non-travertum support. transportation, mileage, nutritious snacks.	1,500.00									
West Hants Dial-A-Ride	Community Capital Project Grant -\$2,500 - To assist with costs associated with subsidizing drives for the new fiscal year. Major Capital Project Grant - \$27,500 - To assist with costs associated with subsidizing drives.		2,500.00							27,500.00	
West Hants Ground Search & Rescue	Applied for a Operating Grant and Public Safety Grant - Has been removed as it is a line item in the budget.										
West Hants Historical Society	Operating Grant -\$1,500- To assist with operating cost and community outreach. Community Event Grant \$1,000 - To assist with costs associated with employing an interpreter out in the community, interacting with residents across West Hants, coordinating events with partners.	1,500.00				1,000.00					
Windsor Agricultural Society / Hants County Exhibition	Special Events Operations & Promotion Grant - \$5,000 - To assist with costs associated with hosting the Hants County Exhibition, virtual if necessary. Major Capital Project - \$7,500 - To open in capacity will require an investment in sanitation stations (stand alone as well as wall mounted units for each doorway) - up to 25 units (\$2,500), a back pack sprayer (\$2,999), 4 plexiglass barrier screens (\$1,260), signage (\$800), stand alone traffic gates for dividing parking areas and controlling traffic flow (\$3000), sanitation and additional cleaning product these costs could be in excess of \$13,000 range as noted above, not including PPE, additional staffing etc. Community Event Grant - \$1,000 - To assist with the cost to host a summer event series "back to our roots" a traditional Hants County Exhibition spread over multiple weekends.					1,000.00	\$5,000		7,500.00		
Windsor Badminton Club	Operating Grant -\$1,500- To cover the facility rentals. Community Recreation Program Grant - \$1,000 - To assist with the costs associated with purchasing equipment, nets, racquets and shuttles. <u>Funding recommendation is pending Incorporation Status.</u>	1,500.00			1,000.00						
Windsor Bluefin's Parent Association	Operating Grant - \$1,500 -To assist with operational costs; Leadership Grant -1,000 - To assist with the cost of training new coaches for the youth and to assist with the cost of coaches.	1,500.00						1,000.00			
Windsor Hockey Heritage	Operating Grant -\$1,500- To assist with operational costs. Special Events Operations & Promotions Grant \$3,750 -To assist with costs associating with the 2-day Long Pond Hockey Extravaganza to resume in 2022.	1,500.00					3,750.00				
Windsor Masonic Society	Operating Grant - \$1,500 - To assist with operational costs for the hall.	1,500.00									
Total		53 52,850.00	32,050.00	15,000.00	4,250.00	7,000.00	36,250.00	2,000.00	5,500.00	225,672.90	4,550.00

Organization	Project	Recommended													
		Operating	Community Capital Project	Public Safety	Community Recreation Program	Community Event	Special Events Operations & Promotions	Leadership	Community Trail Fund	Major Capital Project	In-Kind	Canada Community Building Fund	5% Reserve	Variance	
9-Lives Cat Rescue Society	Operating Grant - To assist with cost associated with providing as many surgeries as possible and medical support for feral, barn and stray cats.	1,500.00												-	
Annapolis Valley Farm to School Committee	Operating Grant - \$1,500 - To assist with operating costs associated with the coordination of the Farm to School Snack program and the Nourish Your Roots fundraising program in AVRCE schools.	1,100.00												400.00	
Ardoise Community Recreation Center	Operating Grant - \$1,500 - to help with general operating expenses such as insurance, heat, lights, phone, security, ground maintenance (plowing and mowing), and building maintenance. Major Capital Project Grant - \$21,275 - to assist with recreation infrastructure - requirement of new outdoor sign easily maintained and updated by senior persons (65+ years of age). Current sign requires two people and requires strength and agility to change sign for events and often must be replaced with new sign.	1,500.00										5,000.00		16,275.00	
Avon Community Farmers' Market	Operating Grant - \$1,500 - To assist with costs associated with CGL insurance, membership to Farmers Market of Nova Scotia and general supplies. Community Event Grant - \$1,000 - To assist with costs to grow the Christmas Market	1,000.00				nil					500.00			1,000.00	
Avon Pony Club	Operating Grant - \$1,500- To assist with operational costs. Community Event Grant - \$1,000 - To assist with costs associated with hosting the 49th Windsor Spring Horse Show at the Windsor Exhibition Grounds postponed until late June due to COVID restrictions	500.00				500.00								1,500.00	
Avon RC Flyers	Operating Grant - \$1,000 - To assist with costs associated with field maintenance and equipment upkeep.	500.00												1,000.00	
Avon River Heritage Society	Operating Grant - \$1,500 - To assist with operational costs for the Avon River Heritage Museum and Avon Spirit Shipyard in Newport Landing. Special Events Operations & Promotion Grant - \$5,000 - To assist with costs associated with the a variety of events ie. Great Little Art Show, Artisans in Action, Honey Harvest Festival & to support local community events ie. Wharf Days & community	1,500.00					2,000.00							3,000.00	
Avon Sport and Social Community	Community Capital Project Grant - \$2,500 - to assist with costs associated with permanent tee pad improvements and course signage. Community Recreation Program Grant - \$1,000 - To assist with the purchase of materials such as paver stones, lumber, and signage. Operating Grant - \$1,500 - To assist with costs associated with the purchase of materials such as paver stones, lumber, and signage.	1,500.00	1,500.00											2,000.00	
Avondale Community Club	Community Event Grant - \$1,000 - To assist with costs associated with hosting the 30th anniversary of Avondale Wharf Days. Community Capital Project Grant \$2,500- To assist with costs associated with maintaining and upgrading the community hall over the next 1-3 years. In-Kind- Use of Lighthouse, wharf, field area and any programming the Municipality would be interested in.		1,500.00			500.00								1,500.00	
Bramber New Horizons Association	Community Capital Project Grant - To assist with costs associated with updating old kitchen appliances, improve plumbing and wiring in the kitchen to keep it operational.		1,500.00											1,000.00	
Brooklyn District Elementary School	Community Trail Funding Program - \$1,500 - To assist with costs associated with maintenance and upkeep (clearing and mowing) of trails. (Ask to remove as only permitted to apply for two). Community Capital Project Grant - \$2,500 - To assist with costs associated with revitalizing the tennis courts in Brooklyn. Major Capital Project Grant - \$15,540. To assist with costs associated with improving the asphalt surface on the tennis court in Brooklyn. To repair the surface and re-establish one tennis court. To install a shed and make hockey nets available to be used on the surface. Also for tree removal to redo the path to the courts and to improve security in the area. To		nil						1,500.00				7,500.00	10,450.00	
Brooklyn Volunteer Fire Department Auxiliary	Community Trail Funding Program - \$1,500 - To assist with costs associated with maintenance on the walking trail, to regrave and redeck two wooden bridges. Operating Grant - \$1,500 - To assist with operation costs for the hall.	nil							1,500.00					1,500.00	
Burlington and District Activity Club	Operating Grant - \$1,500 - To assist with operational costs for the club. Community Capital Project Grant - \$2,500 - To assist with cost of updating the interior of the building in order to comply with the local fire code. Community Event Grant - \$1,000 - to assist with the cost of the Seniors Program; Major Capital Project Grant - \$5,000 - to assist with the cost of updating the kitchen facilities. The group has prioritized the Operating Grant & the Community Capital Grant.	1,500.00	1,750.00											6,750.00	
Ellershous Community Hall	Operating Grant - \$1,500 - To assist with operational costs of running the hall. Community Capital Project Grant - \$2,500 - To assist with costs associated with running electrical wire from pump house to the generator to provide water to the hall if power is off for an extended period of time.	1,500.00	nil											2,500.00	
Falmouth Community Hall	Operating Grant - \$1,500- To assist with operational costs for utility bills. Major Capital Project Grant - \$907.90 - to assist with costs associated with replacing windows and front door.	1,500.00										5,000.00		3,907.90	
Full Circle Festival Society	Operating Grant - \$1,200 - To assist with operating costs associated with event insurance and marketing promotion. Special Events Operations & Promotion Grant - \$5,000 - To assist with costs for rental fees of tents and sound equipment. In-Kind Grant - \$800 for use of the Newport Landing Backwashhouse & washbasins	nil					1,000.00				nil			6,000.00	
Gordon Hughes Tennis Club	Operating Grant - \$1,500 - To assist with hiring a tennis coach mentor for the adult & jr. program; Community Capital Project Grant - \$2,500 - To assist with costs associated with the ongoing renovation of the court surface		1,750.00					1,000.00						1,250.00	
Halifax Nordic Ski Club - Haliburton House XC and Multi-use trails	Community Capital Grant - \$2,500- to groom at Haliburton House XC we require secure storage, this will require the building of a period correct addition to house our grooming equipment in a secure manner. The expected cost of the building is approximately \$6,000. To update grooming equipment to meet challenges of Haliburton House terrain. Special Events Operations and Promotion grant - \$4,500 - To upgrade their Skandic sled groomer to a Tracked ATV which is much more stable/safer and has better traction to pull our grooming equipment on the Haliburton House terrain		2,000.00				nil							5,000.00	
Hants County 4-H Leaders Council	Operating Grant - \$1,500- To assist with costs associated with rental fees and Covid 19 cleaning kits. Community Event Grant - \$1,000 - To asst with cost associated holding family events.	1,250.00				750.00								500.00	
Hants County Christmas Angels	Operating Grant - \$1,500 - to assist with costs associated to produce the web-a-thon. In-Kind Grant - \$3000 - To use the Community Centre and Hants Aquatic Centre building (dates to be determined).	500.00									3,000.00			1,000.00	
Hants County Exhibition	merged this application with the one received from the Windsor Agricultural Society													-	
Hants County Senior Safety Association	Operating Grant - To assist with operating costs associated with mileage and support salaries for the Senior Safety Coordinator in West Hants. Public Safety Grant. They have requested a total of \$20,000.	nil		7,500.00										12,500.00	
Hants Shore Karate Club	Leadership Grant - \$1,000 - To assist with ongoing support for their Sensi (Head Instructor) for training. Major Capital Grant - \$5,000 - To assist with costs associated with lighting along ramp, motion activated main entry, lighting for sign, parking lot rework							750.00				5,000.00		250.00	
Hants Shore Health Association	Community Capital Project Grant - \$2,500 - To assist with costs associated with maintenance to the Health Centre such as caulking around windows, gutters, and repair of emergency steps and landing and walkway and lifting the shed to add gravel and fix lower boards that are rotten. Community Recreation Program Grant - \$1,000 - To assist with costs associated with ongoing exercise yoga programs hosted at the Hants Shore Catchment area.		1,750.00		1,000.00									750.00	
Hants West Food Action Council	Operating Grant - \$1,500 - To assist with operational costs associated with the administration and operations of programming, specifically for insurance, materials and supplies.	750.00												750.00	
Hantsport & Area Historical Society	Community Capital Project Grant - \$2,550 - To assist with costs associated with 12 School & Community Banners. Major Capital Project Grant - \$11,040- To assist with costs associated with 4 humidifiers, 4 dehumidifiers, 1 Graphic Arts Scanner, 4 Adjustable Metal Storage Shelving Units, 1 Digital Video Camera		2,000.00							4,900.00				6,690.00	
Hantsport Memorial Community Centre	Special Events Operations & Promotion Grant \$5,000 To assist with costs associated with hosting the Canada Day Celebrations in Hantsport (virtual events if necessary). Community Trail Funding Program - \$2,500 -To assist with costs associated with maintence on the trail located on the south side of the HMCC property which was destroyed by landslides and erosion.						1,500.00					2,500.00		3,500.00	
Heritage Classic Beef Show	Special Events Operations & Promotion Grant - \$3,000 - To assist with costs associated with hosting the beef cattle show event. Funding recommendation is pending Incorporation Status.						1,500.00							1,500.00	
Hillview Cemetary Association - Scotch Village	Operating Grant \$900 - To assist with costs associated with maintenance and mowing. Community Capital Project Grant - \$2,000 - To assist with costs associated with purchasing topsoil and gravel to level out headstones and fill in in sunken holes/grass waste.	1,250.00												1,650.00	
Mermaid Theatre of Nova Scotia	Community Recreation Program Grant: - \$1,000 -To assist with costs associated with a new digital arts project, titled "Box Stories".				750.00									250.00	
Mount Denson Community Hall	Operating Grant - \$1,500 - To assist with costs associated with a new entry door and other repairs to the hall.	1,500.00												-	
New Boundaries Society	Operating Grant - \$750.00 For general operating costs to run our programming. In-kind Grant - \$750.00 - To assist with funds to use municipal services for their participants.				750.00						750.00			-	

Organization	Project	Recommended													
		Operating	Community Capital Project	Public Safety	Community Recreation Program	Community Event	Special Events Operations & Promotions	Leadership	Community Trail Fund	Major Capital Project	In-Kind	Canada Community Building Fund	5% Reserve	Variance	
Newport & District Rink Commission	Major Capital Project Grant - To assist with costs associated to prepare and paint interior exposed beams, supports, ties and suspended equipment supports to prolong the life of and safety of the building \$65,000 & Flood water thermo-stor tanks upgrade replacement \$20,000.											5,000.00		80,000.00	
North Along the Shore Jamboree Association	Special Events Operations & Promotion Grant - \$5,000 - To assist with costs associated to produce professional videos for artists at the Full Circle Music Festival and other musical performances eg. Avondale Wharf Days. Videos will be available to the municipality for promotional purposes and include recognition of support. In-kind - Support/partnership for the use of the Avondale Waterfront					750.00								4,250.00	
Poplar Grove Community Hall	Operating Grant - \$1,500 - To assist with costs associated with replacing 300 sq ft. of flooring in the hall.		1,500.00											-	
Royal Canadian Legion Hants County Branch 009	Operating Grant 1,500- To assist with costs associated with repairing the main water system for the building. Major Capital Project Grant - \$30,000 - To assist with costs associated with repairing the water system for the building. <del>Project cost is anticipated to be \$100,000.</del>	nil								\$5,000				26,500.00	
Shore Hall Studio & Gallery	Operating Grant - \$1,500 - To assist with operating costs to help fund a community art exhibition.	nil/business												1,500.00	
Slow Motion Food Film Fest Society (DBA Devour! The Food Film Fest)	Major Capital Project Grant - Requesting \$9,000 in total to support costs, marketing and project management. In-kind Contribution - Requesting 1/2 day (1 p.m.-11 p.m. October 16th) for facility access, usage and staff costs of the West Hants Sports Complex for the event.						2,500.00				3,000.00			3,500.00	
St. Croix Cemetery Company	Operating Gant - \$1,500 - To assist with costs associated with having the driveway gravelled and upgrades as required at the cemetery. <u>Funding recommendation is pending Incorporation Status.</u>	1,250.00												250.00	
Support Services Group	Community Recreation Program Grant - to assist with the cost of hosting paint night events for the group members.				nil									250.00	
Sweets Corner Community Group	Operating Grant \$1,500 - To assist with costs associated with maintaining and operating the hall which includes mowing and maintenance of adjoining park.	1,500.00												-	
Upper Burlington Community Hall Association	Community Capital Project Grant - To assist with costs associated with replacing the shingles on the west side of the hall with permanent color insulated siding.		1,750.00											750.00	
Upper Vaughan Community Hall	Operating Grant - \$1,500 - To assist with operational costs for the hall.	1,500.00												-	
Valley Child Development Association	Operating Grant \$1,500 -To assist with operational costs to provide specialized service to families who have children 2 years of age to school who may be at risk emotionally and socially due to challenging behaviours.	1,000.00												500.00	
Kings County Family Resource Centre/ Valley Doulas	Operating Grant - \$1,500 - To assist with costs associated with funding the program with supplies, facilitation and postpartum support <del>transportation, mileage, nutritious snacks.</del>	750.00												750.00	
West Hants Dial-A-Ride	Community Capital Project Grant -\$2,500 - To assist with costs associated with subsidizing drives for the new fiscal year. Major Capital Project Grant - \$27,500 - To assist with costs associated with subsidizing drives.	1,500.00								nil				28,500.00	
West Hants Ground Search & Rescue	Applied for a Operating Grant and Public Safety Grant - Has been removed as it is a line item in the budget.													-	
West Hants Historical Society	Operating Grant -\$1,500- To assist with operating cost and community outreach. Community Event Grant \$1,000 - To assist with costs associated with employing an interpreter out in the community, interacting with residents across West Hants, coordinating events with partners.	1,500.00				750.00								250.00	
Windsor Agricultural Society / Hants County Exhibition	Special Events Operations & Promotion Grant - \$5,000 - To assist with costs associated with hosting the Hants County Exhibition, virtual if necessary. Major Capital Project - \$7,500 - To open in capacity will require an investment in sanitation stations (stand alone as well as wall mounted units for each doorway) - up to 25 units (\$2,500), a back pack sprayer (\$2,999), 4 plexiglass barrier screens (\$1,260), signage (\$800), stand alone traffic gates for dividing parking areas and controlling traffic flow (\$3000), sanitation and additional cleaning product these costs could be in excess of \$13,000 range as noted above, not including PPE, additional staffing etc. Community Event Grant - \$1,000 - To assist with the cost to host a summer event series "back to our roots" a traditional Hants County Exhibition spread over multiple weekends.						4,000.00			5,000.00				4,500.00	
Windsor Badminton Club	Operating Grant - \$1,500- To cover the facility rentals. Community Recreation Program Grant - \$1,000 - To assist with the costs associated with purchasing equipment, nets, racquets and shuttles. <u>Funding recommendation is pending Incorporation Status.</u>	nil			1,000.00									1,500.00	
Windsor Bluefin's Parent Association	Operating Grant- \$1,500 -To assist with operational costs; Leadership Grant -1,000 - To assist with the cost of training new coaches for the youth and to assist with the cost of coaches.	1,000.00						1,000.00						500.00	
Windsor Hockey Heritage	Operating Grant -\$1,500- To assist with operational costs. Special Events Operations & Promotions Grant \$3,750 -To assist with costs associating with the 2-day Long Pond Hockey Extravaganza to resume in 2022.	1,500.00					3,000.00							750.00	
Windsor Masonic Society	Operating Grant - \$1,500 - To assist with operational costs for the hall.	1,500.00												-	
Total		53	31,850.00	17,000.00	7,500.00	3,500.00	3,250.00	15,500.00	2,750.00	3,000.00	14,900.00	7,250.00	22,500.00	7,500.00	248,622.90



## WEST HANTS REGIONAL MUNICIPALITY REPORT

Information <input type="checkbox"/>	Recommendation <input checked="" type="checkbox"/>	Decision Request <input type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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**To:** West Hants Regional Council

**Submitted by:** \_\_\_\_\_  
Carlee Rochon, Director, Financial Services

**Date:** **June 15, 2021**

**Subject:** **2021-22 Canada Community Building Fund – Grant Funding**

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### LEGISLATIVE AUTHORITY

Municipal Government Act, Power to expend money, 65 & 65 A

### RECOMMENDATION

Committee of the Whole recommends that:

Council approves the use of \$20,000 of Canada Community Building Fund to fund upgrades to the thermo flood water storage tanks at the Newport & District Rink Commission to improve energy efficiency.

Council approves the use of \$5,000 of Canada Community Building Fund to fund building upgrades to the Falmouth Community Hall to improve energy efficiency.

Council approves the use of \$5,000 of Canada Community Building Fund to fund signage upgrades to the Ardoise Community Recreation Center to improve recreational services.

Council approves the use of \$5,000 of Canada Community Building Fund to fund signage and building upgrades in the Hants Shore Karate Club to improve accessibility and recreational services.

Council approves the use of \$2,500 of Canada Community Building Fund to Hantsport Memorial Community Centre with upgrades to trails increase safety and improve walkability.

## BACKGROUND

Property <input type="checkbox"/>	Public Opinion <input type="checkbox"/>	Environment <input type="checkbox"/>	Social <input checked="" type="checkbox"/>	Economic <input checked="" type="checkbox"/>	Councillor Activity <input type="checkbox"/>
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Organizations submitted grant applications to upgrade features of their facilities to make them more energy efficient, accessible, and improve access to recreation. Should council approve Council approved the 2021/22 Municipal Grants as previously presented, some grants required the use of Canada Community Building Fund. According to the rules around expending Canada Community Building Fund monies to third parties, Council must, by separate motion, authorize each expenditure.

## DISCUSSION

As per Canada Community Building Fund agreement, should Council approve the motions stated above, the Municipality will enter into an agreement with the groups based on the terms and conditions required under the agreement. This includes ensuring the organizations continue to operate the facility for the same purpose as stated in the application for up to 10 years. Failing to do this will require the organizations to reimburse the Municipality for the funds at a prorated rate, based on years of use.

Council should note that in Council's Procurement and Tendering Policy, grants to community groups, organizations, club, or non-profits that exceed \$25,000 must use a procurement practice which meets or exceeds those used by the Municipality. This would only apply to the grant awarded to Newport & District Rink Commission.

## FINANCIAL IMPLICATIONS

Total 2021-22 grants request from the Canadian Community Building Fund (CCBF) is \$37,500, to be taken from the Region CCBF Reserve.

## ALTERNATIVES

- Council may choose not to approve the motion(s) and could use funds from a different source to support the grants for the upgrades.

## ATTACHMENTS

- None

## CHIEF ADMINISTRATIVE OFFICER REVIEW

No additional comments.

Report Prepared by: \_\_\_\_\_  
Carlee Rochon, Director, Financial Services

Report Reviewed by: \_\_\_\_\_  
Kathy Kehoe, Director, Community Development

Report Approved by:  \_\_\_\_\_  
Mark Phillips, Chief Administrative Officer