

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL		AM - 1.4.3
Section Municipal Services – Transportation (Fishing & Recreational Harbours)	Subject Harbour Authorities & Societies Capital Assistance Program	

1. APPLICATION

This program is available to the Margaretsville, Port Lorne, Cottage Cove, Hampton, Parker’s Cove, Delaps Cove, and Victoria Beach Harbour Authorities/Societies.

2. AUTHORITY

Section 65, *Municipal Government Act*, as amended.

3. BASIC POLICY

The Program is intended to address two needs of incorporated Harbour Authorities and Societies: (1) “seed money” to leverage Federal and/or Provincial grants for large capital projects; and (2) assistance for small projects that address ongoing capital maintenance requirements. Accordingly, the program provides two types of conditional capital grants for improvements to harbours, wharves, and public landings in Annapolis County.

Large Project Capital Investment Grants

- Conditional capital grants for major capital projects that are approved by the senior levels of government, but which require the Authority or Society to provide a modest “local” contribution. Each grant shall not normally exceed the lesser of 10% of the cost of the capital project or \$10,000. Eligible projects will be limited to those that represent capital expenditures for improvements to harbours, wharves, and public landings. Each submission under the program is subject to review and approval by Municipal Council as well as availability of funds. Applications for Large Project Grant Funds should be accompanied by a letter of support (or equivalent) from the Annapolis County Wharfs Society. Under normal circumstances a cash or “in kind” contribution by the applicant is required.

Small Project Matching Grants

- Each Authority or Society is eligible to receive up to \$2,500 every year. Authorities and Societies may, at their option, apply for multi-year allocations equivalent to \$2,500 per year up to a maximum of \$10,000. Each submission under the program is subject to review and approval by Municipal Council as well as availability of funds.

Beginning in the 2012/13 fiscal year and subject to annual review by Municipal Council, the County shall annually make provision in the general operating budget in the amount of \$20,000. These funds shall be designated as being available for the Harbour Authorities and Societies Capital Assistance Program. Any portion of the annual appropriation that remains unexpended at year end will be added to a separate deferred expenditure account if required to maintain a maximum balance of \$48,000.

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4. SPECIFIC REQUIREMENTS AND GUIDELINES

- 4.1 The Municipality begins its budget process in January. Harbour Authorities or Societies should normally submit requests under this program by March 1st.
- 4.2 A Harbour Authority or Society should include the following in its submission:
- a description of the capital project, component costs and total capital cost;
 - an outline of the need for the capital improvement (e.g., replacement/capital repair of an existing facility/asset and relevant details);
 - details of all other sources of funding, including confirmation of amounts which are to be received from other funding bodies; and
 - confirmation by the Chair that the Authority or Society has approved the project (e.g., certified copy of a resolution passed when a quorum of members was present).
 - for Large Project Capital Investment Grants, a letter of support from the Annapolis County Wharfs Society.
- 4.3 The Community Development Officer shall be the primary contact for inquiries for this program. He / she will make a preliminary determination of eligibility of a proposed capital project or expenditure and shall advise the CAO of this determination.

Municipal Clerk’s Annotation for Official Policy Book

I certify that this policy was adopted by Municipal Council as indicated below:

Seven (7) Day Notice **March 11, 2014**

Council Approval **March 18, 2014**

Carolyn Young **March 18, 2014**

Municipal Clerk Date

At **Annapolis Royal** Nova Scotia

Summary of Amendments:

- 2012/08/21** – Added requirement for letter of support from the Wharfs Society, updated the primary contact and other staff responsibilities for this policy, clarified the source and allocation of program funding
- 2014/03/18** – Changed Small Project Matching Grants to enable multi-year allocations equivalent to \$2,500 per year up to a maximum of \$10,000 (previously \$5,000 every two years)