



**TOWN OF LOCKPORT  
COUNCIL MEETING  
MONDAY, APRIL 22, 2024 AT 1:00 P.M.  
AGENDA**

1. Call to order
2. Silence Electronic Devices
3. Approval of Agenda, including additions or deletions

**Draft Motion: That Council approve the agenda for the April 22, 2024 meeting as presented/with the following additions:**

4. Approval of Minutes from the April 8, 2024 Regular Council Meeting

**Draft Motion: That Council approve the April 8, 2024 meeting Minutes as circulated.**

5. Business arising from previous Minutes

There was no business arising from the previous meeting.

6. Community Forum (Open Mic)

- 20 Minutes Maximum
- Each resident is allowed a maximum of five minutes.
- Each resident is to state their name and where they live
- The resident is to speak directly to the Council.
- There will be no interaction by Council at this time.
- If questions are posed by residents the question will be recorded to be researched.

## 7. Presentations

There are no presentations scheduled for this meeting.

## 8. Department Reports

- Community Coordinators Report (Page 1-2)
- Administration Report (Page 3-4 )

## 9. Finance

- List of Invoices already paid for the month of March in the amount of \$14,435.93 (Page 5)
- List of invoices already paid for the month of April in the amount of \$64,656.62 (Page 6)
- Sou'West Nova Transit Grant (Page 7-8)

**Draft Motion: That Council approve a contribution of \$2500.00 to Sou'West Nova Transit to offset operational costs and provide fare reductions to our residents.**

## 10. Other Business

- Motion to rescind purchase of parasport wheelchair (Page 9)

**Draft Motion: That Council approve to rescind motion 03-27-23-04.**

- Playground Inspection Course (Page 10-13)

## 11. Council Reports

- Canada Day (Mayor Cory Nickerson)
- Recreation Report (Deputy Mayor Dawn DeMings-Taylor) (Page 14-21)
  - o Infield work on ball field

Draft Motion: That as recommended by the Recreation Committee, Council approve Mark Williams Excavating to be engaged to carry out infield upgrades to Old Son's Ball Field by May 15, 2024 at a cost of up to \$22,000.00 including infield mix purchased from Maughans'.

- o Provincial Volunteer Award

Draft Motion: That as recommended by the Recreation Committee, Council approve the Lockeport Sea Derby Committee is named as the Town's 2024 representative to the Provincial Volunteer Awards.

## 12. Correspondence

- Email from Chantelle Newell RE: Yarmouth to Maine Ferry Economic Impact Study Meeting (Page 22)
- Letter from Byron Rafuse, Deputy Minister, Municipal Affairs and Housing (Page 23)

## 13. Information Only

- Email from Lucinda Montizambert RE: Shelburne County Housing Coalition (Page 24-38)
- Reaching Home Funding Opportunity for 2024-26 (Page 39-42)

## 14. Date of next meeting

- Monday May 13, 2024 at 6:00 p.m.

## 15. "In Camera"

## 16. Adjournment

Regular Council Meeting 042224.agd

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Community Coordinator Report to Council  
for April 22, 2024 meeting

**Ball Field Upgrades** – As per the Recreation Committee minutes for April 15, 2024, we are seeking authorization to move ahead with Ball Field upgrades (placing particular emphasis on remediation of the infield). A summary of potential approaches is attached as a second page to this report.

**Make Your Move Lockeport** – The leadership team continues to meet at least monthly and most recently on April 16. There were a number of items from the April 16 meeting to present for Council's information and/or consideration.

1: Business Navigator position – currently vacant with 35 weeks remaining, so we want to proceed with readvertising the position.

2: Make Your Move & Spring into Lockeport – May 6 to 11, with Flag Raising to kick off at 1:00 p.m in Seacaps Park on May 6 and wrapping up on the weekend with a Spring Welcome event on Saturday and TideKite activities throughout the weekend. Seeking authorization for festival spending.

3: Maintenance standards for pedestrian pathways – our Communities on the Move Plan for October, 2023 to March, 2024 listed this item for completion and the work seems to have stalled. How can we move further with this?

4: Upcoming in person Provincial meetings June 10 in Yarmouth and June 11 in Lockeport – planning to host a luncheon on June 11 for Leadership Team and Council to meet with reps from other pilot communities and the Province.

5: Community Gardens – there was considerable discussion about potential sites for additional community gardening space. Several town owned locations were mentioned including the southwest corner of Seacaps Park, within the Cultural Park on the corner of North and Spruce Streets and possibly expanding the existing garden space near the library. Accessible raised beds should be included.

**2023 PARTICIPaction grant** – wish to briefly discuss this matter.

Respectfully submitted,

Frances H. Scott  
Community Coordinator

**Ball Field Upgrades :**

Overall potential project costs:

Infield material	\$ 6,048.82	145 yards infield mix from Maughans' @ \$40/yard
Infield remediation	\$ 15,017.76	Mark Williams Excavating proposal
Storage shed (or replacement canteen)	\$ 4,250.00	10% increase over 2023 quote from Woodworkers
Outfield remediation	\$ 31,960.71	Tyler Harris Excavating proposal
Fencing	\$ 8,000.00	cost of similar work done in 2023
Accessibility work - gate & path	\$ 4,500.00	cost of similar work done in 2023
<b>Total</b>	<b>\$69,777.29</b>	(costs are net after HST rebate)

RFD application budget (submitted February 14, 2024)

Expenses	\$69,777.29	(details above)
Revenues		
LAMBA	\$10,000.00	
Town of Lockeport	<b>\$13,500.00</b>	
Application request	\$46,277.29	(roughly 2/3 of project costs)

CRCG application (to be submitted April 23, 2024)

Expenses	\$29,816.58	(Infield mix & remediation, accessibility, shed - all as above)
Revenues		
LAMBA	\$10,000.00	
Town of Lockeport	<b>\$11,816.58</b>	
Application request	\$ 8,000.00	(1/3 costs up to this max.)

Infield work without any grants (as proposed)

Expenses	\$21,066.18	(rounded to \$22,000 in Rec. Motion)
Revenues		
LAMBA	\$10,000.00	
Town of Lockeport	<b>\$11,066.18</b>	(OR \$12,000 as per Rec. Motion)

Summary

Approach	Costs	LAMBA funds	Town funds	Potential grant
RFD	\$69,777.29	\$10,000	<b>\$13,500.00</b>	\$46,277.29
CRCG	\$29,816.58	\$10,000	<b>\$11,816.58</b>	\$29,816.58
No grsnt	\$21,066.18	\$10,000	<b>\$11,066.18</b>	0

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**ADMINISTRATION REPORT  
COUNCIL MEETING  
APRIL 22, 2024**

**BUILDING PERMITS ISSUED 2023/2024 FISCAL YEAR**

To date, there have been Nine (9) building permits issued for the 2023/2024 fiscal year. (Total building permits issued for 2022/2023 was Thirteen (13)).

**TAX COLLECTIONS**

As of April 18, 2024, *taxes owing are as follows:*

2021 & prior = 29,463.04

2022 = \$ 15,862.70

2023 = \$ 67,429.91

2024 = \$691,107.30

**Total taxes owing is \$ 803,862.95.**

The Federal Government is addressing the outstanding taxes owed by tenants occupying crown properties at the North Government Wharf location. I do not have anything new to report pertaining to their progress. The total of outstanding taxes on these accounts is \$3,981.08 plus \$2,561.58 interest on six Gear Shed accounts and \$20,186.09 plus \$13,634.28 interest on a sub-leased account.

**Interim Tax Bills**

The Interim Tax Bills have been processed and were mailed on April 9, 2024.

**Municipal Modernization**

After the Town of Shelburne proposed a postponement to the Consolidation talks, the Municipality of the District of Shelburne sent out a joint news release stating that the discussions will be deferred until after the 2024 Fall Election.

**Mayors/Wardens/CAO's Meeting**

The Meeting was in the Municipality of the District of Shelburne on April 17, 2024. Mayor Nickerson and I attended. The focus of this meeting was to discuss the Draft after-action review of the Barrington Lake Wildfire.

**Wastewater System Upgrades**

CBCL Engineering continues to work on the preliminary plans for the Wastewater System Upgrade. The Engineer will be on site next week to address electrical components of the project with Kevin and Dan.

(4)

### **Dunes Restoration**

We have been informed by representatives from DNR that we will need two permits to attempt to secure the dune structure on the Crescent Beach Causeway. One is a Beach permit, and the other is a Species at Risk permit. To obtain the permits, we have been told that we will require a proper design done by a qualified professional before they consider issuing a permit to have the work done. I have been investigating possibilities for funding to help with the cost of this professional design.

### **Nurse Practitioner**

The Nurse Practitioner has stopped at the office a couple of times. She is very happy to be here in Lockeport. She asked if the lights could be replaced as they are very dim. Lester Swansburg has been contacted to replace the lights at the Medical Centre.

Public Works staff have completed some tasks for the Nurse Practitioner, to make the Medical Centre homier for them.

### **Library**

After asking for, and receiving a quote, Lester Swansburg has been asked to replace the fuse panel at the library with a breaker panel, as was suggested by our Insurance Company.

### **Crescent Beach Centre Manager Position**

The ad for the Crescent Beach Manager position has been posted with a deadline to apply of April 30, 2024.

### **Little School Museum Curator Position**

The ad for the Little School Museum Curator has been posted with a deadline to apply of April 30, 2024

### **Year End Audit**

I have been busy assembling the various reports required by the Auditor, to perform the 2023/2024 Audit.

### **Budget 2024/2025**

The 2024/2025 budget is a work in progress.

Respectfully Submitted by:

June Harding-Town Clerk/Treasurer  
Town of Lockeport



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LIST ON INVOICES ALREADY PAID TO BE PRESENTED AT THE		
APRIL 22 2024 MEETING		
<b>APRIL INVOICES</b>		
BARRINGTON GROUND SEARCH AND RESCUE	2024-2025 CONTRIBUTION	560.00
BELL ALIANT	OFFICES, ELEVATOR, EMO	172.08
BELL ALIANT	FIRE DEPT.	69.44
BELL ALIANT	BEACH CENTRE	206.72
BELL MOBILITY	STREETS, RECREATION, GENERAL GOVERNMENT	263.57
CBCL	WW TREATMENT PLANT PROJECT - PROFESSIONAL SERVICES	23,000.00
CHETWYND, WAYNE	CLOTHING ALLOWANCE	400.00
KIDS FAIR PLAY	2024-2025 CONTRIBUTION	750.00
MUNICIPALITY OF THE DISTRICT OF SHELBURNE	VOYENT ALERT PROGRAM	407.10
PAYROLL	MARCH 23 - APRIL 10	13,634.34
PROPERTY VALUE SERVICES CORPORATION	25% ASSESSMENT COST RECOVERY 2024/2025	2,523.07
ROSEWAY HOSPITAL CHARITABLE FOUNDATION	2024-2025 CONTRIBUTION	252.00
SCOTIA BUSINESS CENTRE LTD.	ELEVATOR MONITORING, MRF/FIRE DISPATCH FOR APRIL 2024	488.98
SENIOR SERVICES	2024/2025 CONTRIBUTION	1,978.87
SHELBURNE COUNTY FIREFIGHTERS ASSOCIATION	2024/2025 DUES	400.00
SHELBURNE COUNTY ARENA ASSOCIATION	2024-2025 CONTRIBUTION	1,000.00
SNOW, KEVIN	CLOTHING ALLOWANCE	400.00
SUNLIFE	HILTON CHYMIST PENSION	10,663.00
TELUS HEALTH	EMPLOYEE ASSISTANCE PROGRAM	341.96
TOWNSUITE	COMPUTER SOFTWARE PROGRAM	5,920.49
WESTERN COUNTIES REGIONAL LIBRARY	2024/2025 CONTRIBUTION	1,225.00
	<b>TOTAL</b>	<b>64,656.62</b>

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# SOU'WEST NOVA TRANSIT

Box 84, Barrington Nova Scotia, B0W 1E0  
(844) 637-2572 info@souwestnovatransit.ca



To: The Town of Lockeport Council -

January 25, 2024

The team at Sou'West Nova Transit is deeply grateful for the continued support of our municipal partners, whose commitment has been essential to our success in providing supportive transportation options to Shelburne County residents. Your ongoing partnership is critical as we strive to meet the evolving needs of our communities and build a more connected and vibrant region.

Our proposed draft budget (included) for the 2024-25 fiscal year reflects our ongoing efforts to reach financial sustainability amid rising costs for key operational components such as fuel, insurance, vehicle maintenance, and employee compensation. To help maintain our current level of service and prepare for growth, we are requesting a grant of \$2,500 from the Town of Lockeport, with \$2,000 to be used to offset operational costs, and \$500 to be earmarked to provide fare reductions to your residents.

Some contextual information regarding the budget draft:

- We feel the burden of responsibility to keep transportation affordable and accessible for all members of our community, particularly those who are most vulnerable. As such, fare increases are not reflected in this budget and will only be considered as a last resort. For many who must travel with us regularly over large distances to access essential services, our current fares already represent a significant hardship. This year to date, thanks to grants and fundraising efforts we have provided over \$55,000 of fare reductions to riders in need to help address this.
- Many of our long-time employees are currently being paid below the starting wages for similar positions in other industries, and our manager continues to work part-time hours to save money for the organization. We recognize that providing competitive wages is crucial for our employees' well-being and is essential for the long-term success of our organization. The budget reflects a modest but necessary step toward addressing the wage gap and investing in our team.
- We have been approved for Federal and Provincial grants that would allow us to expand our fleet by 3 additional vehicles by January of 2025, however the projected costs of insuring and maintaining these additional vehicles is a significant financial burden, especially given our current fiscal circumstances. We are considering whether to accept this opportunity for growth, and increased operating support from municipal partners would be instrumental in helping us make this decision.
- Our Board of Directors has made a firm commitment to focus on diversifying funding sources and creating relationships with partners that can help Sou'West Nova Transit become more sustainable long-term, and the budget reflects this commitment.

We understand that funding is limited, but we hope that your council will recognize the importance of Sou'West Nova Transit as a vital community resource and provide the support we need to help keep our service on the road and position us to be an integral part of supporting municipal planning and priorities. Thank you for your consideration!

Sincerely,

Sou'West Nova Transit's Board of Directors

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**SOU'WEST NOVA TRANSIT 2024-2025 DRAFT BUDGET**

Operating Revenue:	Budget 2023-24	Antipated 2023-24	Budget 2024-25	Notes
CTAP Operating Funding (Province)	78,800	78,800	78,800	
Nova Scotia Fare Assistance Program	12,100	22,800	12,100	
Fuel Tax Rebate (Province)	5,400	3,892	4,223	
Municipalities - Operating	25,500	25,500	44,000	
Municipalities - Fare Reductions Applied	13,784	16,895	22,000	
Federal Gas Tax Rebate	540	380	422	
Federal HST Rebate	22,892	19,117	22,892	
Fare Income	127,000	109,024	114,660	Based on average of actuals for Apr to Dec 2023 + 5% increase
Fare Reductions Funds Applied	36,069	25,525	42,466	Excluding municipally provided fare reduction funds
Corporate Partnerships and Fundraising	100	560	30,100	Operating funds only (excludes funds earmarked for subsidy)
Miscellaneous	22,073	23,464	500	23/24 included \$20,000 forgivable portion of CEBA loan
Comm. Services Recovery Fund Project	61,517	61,517	26,364	Project grant holdback
One Time Grant from Province	16,500	16,500	0	
<b>TOTAL Revenue</b>	<b>422,276</b>	<b>403,973</b>	<b>398,527</b>	
<b>Administrative Expenditures:</b>	<b>Budget 2023-24</b>	<b>Antipated 2023-24</b>	<b>Budget 2023-24</b>	<b>Notes</b>
Salaries and Benefits (mgt/dispatch)	87,358	88,047	93,223	
Office Rent/Utilities/Maintenance	600	600	600	
Office Expenses/Supplies	2,500	2,172	4,000	
Phone/Internet/Web costs	6,247	5,957	6,168	
Advertising, Promotion	700	1,024	750	
Contractual Costs (accounting, legal)	2,200	1,946	2,000	
Association Dues and Fees	383	683	683	
Meeting/Conference Expenses	1,400	841	2,200	
Staff/Board Mileage/Travel expenses	5,200	6,113	7,200	
Staff/Volunteer Training	4,770	1,978	3,390	
Non-vehicle insurance	4,293	4,379	4,605	
Bank Fees	750	769	900	
Gifts and Awards	2,800	2,412	2,450	
Yarmouth Hospital Foundation Project	8,425	8,425	0	
Comm. Services Recovery Fund Project	61,517	61,517	26,364	
Rural Transit Solutions Fund Project	50,000	52,618	0	Grant for this project carried forward from 2022-23
<b>Total Admin Expenditures</b>	<b>239,143</b>	<b>239,481</b>	<b>154,533</b>	
<b>Vehicle Expenditures:</b>	<b>Budget 2023-24</b>	<b>Antipated 2023-24</b>	<b>Budget 2024-25</b>	<b>Notes</b>
Salaries & Benefits (Drivers)	169,150	152,416	197,617	
Stipend to Volunteers	6,000	5,015	6,000	
Parking/Tolls Expense	50	51	120	
Insurance (vehicles)	12,000	12,328	14,775	
Vehicle Repairs/Maintenance	48,950	25,744	30,000	
Vehicle Registration	400	466	400	
Fuel	63,000	41,176	49,267	
Subcontract Fees	1,047	1,892	2,000	
Electric Vehicle Charging	412	419	1,500	
<b>Total Vehicle Expenditures</b>	<b>301,009</b>	<b>239,507</b>	<b>301,678</b>	
<b>TOTAL OPERATING EXPENSES</b>	<b>540,152</b>	<b>478,988</b>	<b>456,211</b>	
<b>CASH SURPLUS (Deficit)</b>	<b>-117,877</b>	<b>-75,015</b>	<b>-57,684</b>	<b>(Balancing the projected deficit in 2024-25 will fully expend projected remaining operating reserves)</b>

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The Community Coordinator has received 100% funding through the Canadian Parks and Recreation Association (CPRA) Youth Employment Experience to hire an Inclusion Worker for 16 weeks and she will be the mentor.

**03-27-23-03**

**It was duly moved and seconded that Council approves accepting the offer of funding for the Inclusion Worker position from CPRA and this said position can now be advertised. Motion Passed.**

The Community Coordinator has 10 parasport wheelchairs coming March 29<sup>th</sup> for two weeks in the gym at the high school. She also has received a ParticipACTION Community Challenge grant for \$5000 which she would like to use to purchase a parasport wheelchair.

**03-27-23-04**

**It was duly moved and seconded that Council accept the funding from the ParticipACTION Community Challenge grant and it be used to purchase a parasport wheelchair. Motion Passed.**

## **7. Finance**

- List of invoices already paid in the amount of \$44,295.18.

There were no questions or concerns regarding the invoices.

## **8. Other Business**

- EMO Training

All Council is to complete the ICS – 100. It is an online course and a prerequisite for the Emergency Management course being offered.

Councillor Balish and Councillor Meagher will be attending the Emergency Management training in Barrington on April 11, 2023 from 9 a.m. to 4 p.m.

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## June Harding

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**From:** Lockeport Recreation Department <lockeportrec@ns.aliantzinc.ca>  
**Sent:** Wednesday, April 17, 2024 3:31 PM  
**To:** June Harding  
**Subject:** Playground inspection training

Hi June:

Playground inspection courses have been a regular topic of discussion with the Recreation Committee for some time now, as a while back it was suggested that people other than me be trained. At the March 16, 2024 meeting of the Recreation Committee, I was asked to provide you information on the courses again. Here is a link to additional information:

<https://www.rfans.com/training/playground-inspector-certification-course/>

It looks to me like there are now on line courses available. Please feel free to reach out if you encounter any questions or concerns.

Cheers, Fran



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### CPSI Course Schedule

**HAVE YOU BEEN WAITING FOR CPSI TO COME TO YOUR AREA? ASK US HOW YOU CAN HOST A COURSE!!!! [CLICK HERE TO ENQUIRE](#)**

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### COMBINED THEORY/PRACTICAL COURSES:

### CCPI Certification Courses for 2024

Participants needing to achieve Canadian Certified Playground Inspector (CCPI) status can now take the online theory course and exam and a practical online/webcast course.

You must register for the following in order to achieve certification

- **Theory Course and Exam** - This a pre-requisite to the practical course, and will be completed on your own, prior to the practical course dates.
- **Practical Course and Exam**
- You must purchase a CSA Z614:20 document when you register for a theory and/or practical course, if you do not already have access to a copy. This document will be delivered to you via Canada Post. If you prefer a PDF, you can purchase this document from [store.csagroup.org](http://store.csagroup.org).

To register for the online theory course and one of the webcast session listed below, using our online registration system:

1. Decide which webcast session you wish to attend from the list of sessions below
2. Click on the webcast courses button on the right hand side of the page
3. Sign in to your existing account if you have one or create a new one if you don't
4. Click on the webcast session you wish to attend
5. Scroll down and select The Online Theory Course, The Practical Course and the Practical Exam
6. Click on the checkout button
7. Click Add to Cart for the CSA Z614:20 if you do not have access to a copy
8. Select either "I am member" or "I am not member"
9. Click on the Proceed to Payment button.
10. Enter your payment information

If you have questions about online registration, contact CPSI toll-free at 1-877-536-2338.

Once you have registered, the CPSI office will send you instructions and login information for the Online Theory Course and the Practical Course and Exam as soon as they are able.

CPSI will be offering both online and in-person Theory and Practical courses this spring.

### Spring 2024 Practical Course Webinar Dates:

Please visit our [course registration page](#) to register. If you would like a pdf registration form, you can [download it here](#).

**Session 01-24 - March 5 - 7, 2024 - Morning Registration is now closed.**

9:30 a.m. - 11:30 a.m. (Eastern Time)

The Practical Exam must be completed by March 12, 2024.

**Session 02-24 - March 5 - 7, 2024 - Afternoon Registration is now closed.**

2:30 p.m. - 4:30 p.m. (Eastern Time)

The Practical Exam must be completed by March 12, 2024.

**Session 03-24 - April 23 - 25, 2024 - Morning Course is full, contact the office to register.**

9:30 a.m. - 11:30 a.m. (Eastern Time)

The Practical Exam must be completed by April 30, 2024.

**Session 04-24 - April 23 - 25, 2024 - Afternoon**

2:30 p.m. - 4:30 p.m. (Eastern Time)

The Practical Exam must be completed by April 30, 2024.

**Session 05-24 - May 28 - 30, 2024 - Morning**

9:30 a.m. - 11:30 a.m. (Eastern Time)

The Practical Exam must be completed by June 4, 2024.

**Session 06-24 - May 28 - 30, 2024 - Afternoon**

2:30 p.m. - 4:30 p.m. (Eastern Time)

The Practical Exam must be completed by June 4, 2024.

### Spring 2024 Theory and Practical In-Person Dates:

**Burnaby, BC Registration is now closed.**

**Theory: February 27 - 28, 2024**

**Practical: February 29 - March 1, 2024**

8:30 a.m. - 4:00 p.m. (Pacific Time)

Exams will be completed in the afternoon of the second day of each course.

[Register online, registration form.](#)

**Hamilton, ON Registraton is now closed.**

**Theory: Mar 25 - 26, 2024**

**Practical: Mar 27 - 28, 2024**

8:30 a.m. - 4:00 p.m. (Eastern Time)

Exams will be completed in the afternoon of the second day of each course.

[Register online](#), [registration form](#).

**Regina, SK Registration is now closed, contact the office.**

**Theory: April 9 - 10, 2024**

**Practical: April 11 - 12, 2024**

8:30 a.m. - 4:00 p.m. (Central Time)

Exams will be completed in the afternoon of the second day of each course.

[Register online](#), [registration form](#).

**Kelowna, BC**

**Theory: April 29 - 30, 2024**

**Practical: May 1 - 2, 2024**

8:30 a.m. - 4:00 p.m. (Pacific Time)

Exams will be completed in the afternoon of the second day of each course.

[Register online](#), [registration form](#).

**Calgary, AB**

**Theory: May 13 - 14, 2024**

**Practical: May 15 - 16, 2024**

8:30 a.m. - 4:00 p.m. (Mountain Time)

Exams will be completed in the afternoon of the second day of each course.

[Register online](#), [registration form](#).

**St. John's, NL**

**Theory: May 21 - 22, 2024**

**Practical: May 23 - 24, 2024**

8:30 a.m. - 4:00 p.m. (Newfoundland Time)

Exams will be completed in the afternoon of the second day of each course.

[Register online](#), [registration form](#).

If you have previously taken a Theory Course or the Online Theory Course or are currently taking the Online Theory Course and wish to achieve Canadian Certified Playground Inspector status, you will need to register for a Practical course online/webcast sessions or an in-person practical course to complete the certification process.

If you are already a Canadian Certified Playground Inspector you can choose to recertify by registering for the Practical course online/webcast sessions or an in-person practical course.

We advise participants for these courses to purchase a Can/CSA Z614:20 "Children's Playground Equipment and Surfacing" document at checkout if they do not have access to the latest version. If you prefer a digital version, you can purchase a PDF from the CSA Group at [store.csagroup.org](http://store.csagroup.org). The courses and the exams are based on this document.



Please check back to this page to see schedule updates as they are posted.

**Course Materials for Theory online and Practical Webinar Courses:**

- Participants in our Online Theory Course and Practical Webinars are required to have access to the latest CAN/CSA Z614:20 "Children's Playground Equipment and Surfacing" standards document. If you do not have access to a copy, you will need to order the current Z614 standards document. Hard copies can be purchased from CPSI at the cost of \$115.00 includes shipping but not taxes. A digital, PDF version can be purchased from the CSA Group at [store.csagroup.org](http://store.csagroup.org).

Please contact CPSI for more details at 1-877-536-2338 or email [cpsi@cpsionline.ca](mailto:cpsi@cpsionline.ca)

**Registration Information for Other CPSI Online Courses**

To register using our online registration system - [click here](#).

- **Accessibility** [Click here to download registration form](#)
- **Managing Safe Playspaces** [Click here to download registration form](#)
- **Recertification Exam Preparation** [Click here to download registration form](#)
- **Theory** [Click here to download registration form](#)

For information on course fees, click this link. [Fees & Registration Forms](#)

Online Courses are available now! - To download registration forms, see the links above. For more information please contact [cpsi@cpsionline.ca](mailto:cpsi@cpsionline.ca)

Oct 10/23

**7. Finance**

- List of invoices already paid in the amount of \$110,850.93

There were no questions or concerns in regards to the invoices.

- Quotation from LandInfo Technologies Inc. for Continued GIS and Asset Management Services

**10-10-23-03**

**It was duly moved and seconded that the Town of Lockeport accept the contract with LandInfo Technologies, to maintain and support the GIS and Asset Management system, at a cost of \$1000.00 plus HST for the period April 1, 2023, to March 31, 2024. Any updates that are done will be sent to the company to keep all data current. Motion Passed**

- E mail Re: Playground Inspector Course

After a short discussion Council decided not to have a second person trained to be a Playground Inspector, at this time.

- Gas Tax Transfer for the purchase of sewer pumps

**10-10-23-04**

**It was duly moved and seconded that \$20,970.36 be transferred from the Gas Tax Reserve Account to the General Operating Account for the purchase of two new sewer pumps. Motion Passed**

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Town of Lockeport - Recreation Committee  
April 16, 2024 Meeting

Minutes

The meeting was called to order 6:00 p.m., April 16, 2024, by the Chair, Deputy Mayor Dawn DeMings-Taylor. Also in attendance were: Councillor Dayle Eshelby, Councillor Mary Meagher, Grace Garren and Community Coordinator, Frances Scott. Also in attendance were guest minor ball representatives, Angela Cotter and Alma Cotter. Regrets: MaryAnn Swansburg.

Agenda:

**It was duly moved and seconded that the agenda be approved as circulated. Motion carried.**

Minutes:

**It was duly moved and seconded that the minutes from the March 18, 2024 meeting be approved as circulated. Motion carried.**

Reports:

*Community Coordinator* - Fran stated that she had printed copies of her report for those who would like one since it was emailed only this morning. Most indicated they had already seen the report. Fran asked if anyone had any questions about the report and added that much of the report would be coming up under agenda items.

**It was duly moved and seconded that the Community Coordinator report for March 10 - April 13, 2024 be approved as circulated. Motion carried.**

A copy of the report is attached as part of these minutes.

*Facilities* – Fran introduced Alma and Angela to the group and explained that she

had invited them, as representatives of minor ball, to attend this meeting to discuss their concerns and interests in upgrading the ball field as soon as possible. Alma and Angela stated that Minor Ball has been promoting upgrades to the ball field infield for seven years and has contributed approximately \$10,000 to the Town to be used for this purpose. Steps taken since the Town received a request from Minor Ball in the fall of 2023 for field upgrades to be undertaken as soon as possible. Initially the group asked Harlow Construction to provide costing to carry out the work before Christmas, but no cost estimate or quote was received. A sub-Committee had met in January to plan work further and to outline specifications for field work to be sent to three local constructions companies seeking proposals to carry out the work. The specifications asked for submission of proposals to separately price work to upgrade the infield and work to upgrade the outfield by February 6, 2024, in order to use the information in completing an application for funding under the provincial Recreation Facility Development program (RFD). A meeting was scheduled to take place February 6, 2024 to open the bids and work on the RFD application. On that date, two submissions were received and only Fran turned up for the meeting, so she left the bids sealed and placed them with the main office staff for storage in the safe until February 12, 2024 when Mayor Nickerson, Jill Cassibo and Fran opened the bids. (Tyler Harris Construction bid on \$17979.60 (net cost) to carry out the infield work and \$31,960.71 (net cost) to carry out the outfield work. Mark Williams Excavating only bid on the infield work at a cost of \$15,017.76 (net cost) .

Subsequent to this Fran contacted Alma for feedback and assistance with the RFD application. Alma provided a letter of support for the application on behalf of Lockeport Area Minor Ball Association (LAMBA). Fran completed the application and submitted it February 14, outlining a \$69,777.29 project with \$10,000 coming from the existing LAMBA contribution, \$13,500 (\$3,500 from 2023-24 budget for new barn at field) coming from the Town and seeking \$46,277.29 in grant funds. Now in the meantime, LRHS has a boys and a girls team using the field for interscholastic play and the boys team will be hosting the Regional Play-offs here in late May, thereby adding to the desire to carry out the infield work in particular as soon as possible.

Following the Minor Ball meeting held last Thursday evening, Fran reached out to Anna Hanstra of Communities, Culture, Tourism & Heritage to discuss the RFD application as well as the potential to submit a scaled down project application under the Community Recreation Capital Grant (CRCG) program for projects up to \$30,000. Feedback from Anna indicated that she would encourage us to submit a CRCG grant for the RFD program is significant this year with far more applications than funds will allow. Anna also indicated project work undertaken

prior to notice of approval would still be eligible under approved projects as long as the application is received by the department prior to undertaking the work. Anna has provided Fran with CRCG application and guidelines and Fran has drafted an application outlining a \$29,816.18 project to complete most of the work laid out in the RFD without the outfield work included. For this application \$10,000 would come from the existing LAMBA contribution, \$11,816.18 from the Town and seeking \$8,000 (maximum allowable) in grant funds.

Once this information was outlined, discussion turned to the possibility of attempting to get the work on the infield carried out prior to the Regional Play-offs for Senior Boys softball. The cost for infield mix would be \$6048.42 from Maughans in Bridgewater and the cost of trucking the material and carrying out the infield work by Mark Williams Excavating (lowest bid) would be \$15,017.76. Fran stated that this afternoon she asked Mark Williams if he could manage to accomplish this by mid-May if he were awarded the contract and he responded that while they have quite a few projects on the go right now, they probably could manage it, after which Fran asked Mark to give it more careful consideration and she would get back to him to discuss it further in a few days.

Fran was asked to contact Mark again to specifically ask if he can carry out the work before May 15, 2024 and if he can, the following motion be put forward at the April 22, 2024 meeting of Council:

**It was duly moved and seconded that it be recommended to Council that Mark Williams Excavating be engaged to carry out infield upgrades to Old Son's Ball Field by May 15, 2024 at a cost of up to \$22,000 including infield mix purchased from Maughans'. Motion carried.**

Fran was also asked to meet with June Harding prior to the Council meeting to determine if our procurement procedures would allow us to issue a new request for proposals if Mark Williams Excavating cannot do the work by the deadline.

Dawn agreed to provide LAMBA with the specific amount of funds provided by them and currently held in reserve by the Town, as well as Council's decision on proceeding with the work.

Next there was a discussion about the Tennis Court sign that has not been posted. It was suggested that another phone number and/or a Facebook contact should be added to the sign. The discussion indicated that there should be some additional research carried out to help decide specifically what information should be added. It was suggested that a vinyl sticker could be used to add the extra information to the sign. In light of the weather getting better all the time, Fran

asked that the sign be put up right away as a sticker could be easily added with the sign in place.

*School update* - Grace reported that the first Sr. Boys softball game is scheduled to start at 5:00 p.m. tomorrow on Old Son's field and that report cards were distributed at school today. Grace was asked about her marks and she did very well.

### Old Business:

*Volunteers* – It was reported that Council has asked that monthly volunteers be contacted prior to identifying them on the electronic notice board. After discussion it was agreed that who would contact each volunteer would be determined each time a new volunteer is selected by the Committee and those responsible to make contact will do so after Council passes a motion to name the volunteer. Next, people agreed to contact those already selected as follows: Fran has already contacted April's volunteers, Tatum & Bevin Joudrie of Pharmachoice and they will send a photo for use on the sign, which Fran will forward to Cory; MaryAnn Swansburg, May's volunteer will be contacted by Dawn; Stacey Garren, June's volunteer will be contacted by Grace; and Nancy Williams, July's volunteer will be contacted by Fran.

*Last month motions to Council* – It was noted that the motion to authorize Fran to attend the Atlantic Recreation & Facilities Conference in Fredericton, NB, May 29-31, 2024 with expenses to be covered by the Town was defeated (for information Fran indicated that in order to be able to attend on her own she has booked vacation days for those dates).

It was noted that the motion to approve the names of the volunteers for May through June was carried.

It was noted that the motion that every effort be made to update the electronic notice board on the first of each month with the current Volunteer of the Month was carried, but that this has not happened for April.

It was noted that the motion that the Helen Ghent Tennis Courts remain locked when not in use was carried.

It was noted that the motion to pursue security camera options for use at the Helen Ghent Tennis Courts was carried and the Mayor will investigate solar powered options.

*Committee meeting cancellations* – after a brief discussion it was agreed that meetings that cannot proceed on the scheduled date should be postponed and rescheduled for the earliest reasonable date thereafter.

New Business:

*Volunteers* – Fran reported that this year is Lockeport's turn to host the local volunteer awards for eastern Shelburne County, which is slated to take place in September. Fran then added that the deadline to submit the name of the Town's 2024 representative to the Provincial Volunteer Awards was coming up soon. A list of individuals recognized as Volunteer of the Month over the past year was circulated to those present and a discussion followed regarding who might make a good representative. The discussion pointed to the Lockeport Sea Derby Committee, who have been organizing a very successful community festival for many years and the following motion was forthcoming.

**It was duly moved and seconded that it be recommended to Council that the Lockeport Sea Derby Committee be named as the Town's 2024 representative to the Provincial Volunteer Awards.**

**Motion carried.**

*Other* – for information Fran provided posters to promote the town clean up event being held on Saturday, April 20 and several of those present took one or two to distribute.

Next Meeting:

The next meeting was scheduled to be held Tuesday, May 21, 2024 at 6:00 p.m.

Adjournment:

There being no further business, a motion to adjourn was put forth and the meeting adjourned at 8:43 p.m., April 16, 2024.

Respectfully submitted,

Frances H. Scott  
Recording Secretary

Community Coordinator Report  
March 10 – April 13, 2024

The following report provides notes relating to the major activities involved in my work over the past month. The report does not include minor day to day tasks such as office management, payroll submission and minor facility supervision duties.

**General** – typed report for February 11 to March 9, then sent out to Rec. Committee members on March 12 – attended Rec. Committee meeting on March 18, recorded notes during meeting, later typed up draft minutes and submitted to Jill for inclusion in Council meeting packages for March 25 - April 2 and 3 reviewed and managed over 250 email messages and three telephone messages received during previous time off (also got help from Jill to get office phone working properly);

**Communities on the Move pilot** – March 12 prepared, printed and gathered meeting materials, then chaired Leadership meeting held that evening – attended on line meeting April 2 for presentation from research team and general check ins, later spoke with Benn to plan for report writing (due by end of April) – April 4 met with Benn to review 6 month plan for October, 2023 to March, 2024 and started to gather information for report, later met with Emily Swim for additional discussion;

**Facilities** – prepared PO for work by Chad Stephens at Seaside Play Park – provided leaf blower to Mike MacLeod for use at tennis courts – handled updates to LRHS Gym calendar at school on March 18 for activities up to end of March, then again on April 3 with activities to Victoria Day weekend – met with Kevin at Public Works on April 2 to talk about getting keys made for ball field shed and canteen as well as installation of new sign at tennis courts – April 2 updated Rec. Centre calendar, then sent copy of April to Jill along with a COI she had requested for an upcoming rental – Pre-Primary teacher called from Play Park on April 3 to report a broken board, then met there with her and Kevin Snow to look at damage,

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Kevin will have his department replace this board and a few damaged boards on the boat apparatus – next met with Kevin and Wayne at tennis courts to discuss location for sign installation and a few other small issues – later updated ball field and Gym departmental schedules with upcoming bookings (high school sports including softball) – met with two people who came by my office on April 3 seeking Rec. Centre rental information – picked up paint and supplies for Councillor Balish, who hopes to paint dug-out cover boards – sent out draft rental forms by email for an April 14 birthday party Rec. Centre booking;

**Accessibility** – April 2 registered for municipal IDEAS portal;

**Programs** - *Sr. Bingo* - April 4 checked on weather forecast and spoke with a few folks before deciding to proceed with Seniors Bingo for that afternoon, got help from Dale to wrap gifts and set up tables and chairs, later called first half of bingo, Benn called second half, Emily Swim looked after kitchen & clean up (6 players);

*Early Years programs* – April 5 prepared and submitted invoice for Julie Balish regarding leadership funds for Mondays After School, Parents/Tots program and After School Fridays for January to March, 2024 – also created and got help from Jill to print notices for Fridays program update (with Minor Ball meeting notice on reverse), then arranged in class sets and delivered to LES for distribution to students – gathered supplies and attended After School Gym program to lead and supervise with Julie Balish (16 children);

**Grants** – sent email note to Shauna Symonds to let her know we have been approved for \$10,000 funding through the provincial Age Friendly Communities program to work on connecting seniors to Make Your Move and other community initiatives over the next year – typed up draft final report for New Horizons funding (tennis/pickleball project);

**Festivals** – *Canada Day* – Troy Foote stopped by office on April 2 to talk about sponsorship opportunities for his son's new plumbing business;

**Community Support** – spoke with Alma Cotter and Angela Cotter about outstanding Kids Fair Play Fund cheque, then set meeting date of April 11 for 2024 minor ball and agreed to circulate a meeting notice to children at LES – Met with Devan Nickerson at LRHS on April 3 to do paperwork for O2 placement with Charlie Whynot;

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***Other Meetings, etc.:***

- took days off for time in lieu March 14 and 19;
- medical leave day on March 11 and a half day on April 2;
- took vacation on March 13, 15, 20, 21, 22, 25, 26, 27, 28, April 8, 9, 10, 11, 12, 2024.

Respectfully submitted,

Frances H. Scott  
Community Coordinator

**June Harding**

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**From:** Chantalle Newell <cnewell@munargyle.com>  
**Sent:** Tuesday, April 16, 2024 10:09 AM  
**To:** eossinger@digby.ca; Jeff Sunderland; cao@munclare.ca; Chris Frotten; Warren.MacLeod@municipalityofshelburne.ca; sarah.mattatall@shelburnens.ca; clerk@clarksharbour.com; townoflockeport@ns.sympatico.ca  
**Subject:** Yarmouth to Maine Ferry Economic Impact Study Meeting

Good morning,

There will be a meeting regarding the Yarmouth to Maine Ferry Economic Impact Study on Tuesday, June 25, 2024, at 4:30 p.m. at the Yarmouth Fire Hall.

You and your council are invited to attend if they wish. Please extend the invite to your Council's.

If you have any questions, please reach out.

Thank you.



**CHANTALLE NEWELL**

Executive Assistant

5 J.E. Hatfield Crt / PO Box 10  
Tusket, Nova Scotia B0W 3M0

📞 902-648-3293

✉ [cnewell@munargyle.com](mailto:cnewell@munargyle.com)

🌐 [www.munargyle.com](http://www.munargyle.com)



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April 19, 2024

Chief Administrative Officers  
Town Clerks

Dear CAOs and Town Clerks:

As you are aware the 2014-2024 Canada Community-Building Fund (CCBF) agreement expired March 31, 2024. I am writing to provide you with an update on the renewal of the CCBF.

In coordination with the Nova Scotia Federation of Municipalities, the Province continues to work diligently with the Federal Government on the new 2024-2034 CCBF agreement negotiations. All provinces and territories have been presented with changes to the CCBF program that are largely a result of the Federal Government's commitment to tying new infrastructure investments to actions that will, in their view, increase the supply of housing. The Federal Government will require some municipalities to provide housing needs assessments to access federal funding opportunities.

In 2022, the Department of Municipal Affairs and Housing (DMAH) launched a province-wide housing needs assessment (HNA) process to better understand the housing demand in local communities. HNAs were completed for and shared with all municipalities in 2023 and can be leveraged to meet federal requirements. Informed by the HNAs, DMAH released the Our Homes, Action for Housing plan in 2023. This plan was created to guide the provincial commitments to support the development of more housing and to complement federal and municipal initiatives.

Both of these initiatives position the Province and municipalities well regarding the new CCBF agreement.

I would also like to take this opportunity to remind municipalities that until a renewed CCBF agreement is signed, any unspent funds and any interest earned thereon held by municipalities, that have not been expended as of March 31, 2024, will nevertheless continue to be subject to the 2014-2024 CCBF Municipal Funding Agreements (MFA). Once the new Federal/Provincial CCBF agreement is signed, we will send out new MFA's that cover the program parameters and will schedule information sessions to ensure a clear understanding of the new agreement.

We are working hard to ensure that there is no interruption in the flow of CCBF funding to municipalities, however, taking the time to ensure the agreement is in the best interest of all parties is paramount. If you have any questions, please feel free to send them to the program email at: [CCBF@novascotia.ca](mailto:CCBF@novascotia.ca).

Regards,



Byron Rafuse, FCPA  
Deputy Minister

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## June Harding

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**From:** Montizambert, Lucinda <Lucinda.Montizambert@nshealth.ca>  
**Sent:** Thursday, April 18, 2024 5:28 PM  
**To:** warren.macleod@municipalityofshelburne.ca; warden@municipalityofshelburne.ca; Elizabeth.Acker@shelburnens.ca; cao@town.shelburne.ns.ca; cfrotten@barringtonmunicipality.com; shatfield@barringtonmunicipality.com; townoflockeport@ns.sympatico.ca; ddemingstaylor@lockeport.ns.ca; clerk@clarksharbour.com; karenharrismattatall@gmail.com; nolan.young@shelburnemla.ca; ssymonds@barringtonmunicipality.com; AFNsuboffice@acadiaband.ca; sasiexecutivedirector@gmail.com; federica@juniperhouse.ca; hartley.federica@juniperhouse.ca; ed@scyhsa.com; info@souwestnovatransit.ca; Robin Walker; Lloyd, Bonnie; Nichols, Yuming  
**Cc:** Goudie, Kelly; McCarthy, Tomi  
**Subject:** minutes and next steps  
**Attachments:** Draft List of Potential Community Organizations in Shelburne County.docx; SCHC March 4 2024 meeting.dat; CFP Reference Guide for Rural Reaching Home Funding 2024-26.pdf; Application Form - Call for Proposals Reaching Home 2024-26 Rural.pdf

Hi all,

The minutes of the March meeting of the Shelburne County Housing coalition are attached for your review. For the most part, we discussed the research on homelessness and housing insecurity that will take place in Shelburne County this fall (most likely during the month of November) and some recent and planned housing development in Shelburne County. With regard to the homelessness and housing insecurity research, we came up with a preliminary list of organizations that provide various kinds of support to people throughout Shelburne County and that would be likely to have some understanding of the types of housing challenges that individuals and families are facing. We are hoping that these organizations will be interested in being involved in gathering the homelessness and housing insecurity information over that one-month period. Mary Sweatman (of Acadia University), who presented at one of our meetings and is the lead researcher for the service and community-based counts research in the western zone, will carry out a few training sessions (most likely in June and then again in September and/or October) with the organizations that will be involved. The preliminary list of organizations is attached and we are wondering if you could all have a look at it and add any others that you think should be there including small local agencies and informal groups. Getting the right organizations engaged in the research is critical in order for us to end up with accurate and useful data regarding the current situation in Shelburne County as it pertains to housing and homelessness. Some of the folks who were at our March meeting expressed interest in being part of a small sub-committee that will oversee the process including reviewing the questionnaire that will be used in the research and connecting with the community organizations once we have a final list. Please let us know if you would be interested in being part of the sub-committee.

On another note, I suspect that some of you may have seen the rural Reaching Home call for applications that was recently launched by the Affordable Housing Association of Nova Scotia. I will attach the information about it in case you haven't seen it already. The timeline for this is really tight (May 3<sup>rd</sup> is the deadline). I don't know of any agency in Shelburne County that could feasibly take this on, however, I was having a conversation with one of my Public Health colleagues in Yarmouth who told me that three Tri-County agencies – SHYFT, Juniper House and Tri-County Women's Centre - based in Yarmouth County (but, as you all know, with locations in Shelburne County) will be working together to apply for the grant to support a project to take

place in Yarmouth, Shelburne and Digby (Robin and Federica, you probably already know about this). If they are funded it could potentially be a good development for Shelburne County.

That's it for now. As I mentioned above, please have a look at and add to the attached list as you see fit and also please consider being part of the sub-committee. Tomi is going to follow up sometime in the next few days with some potential dates for the next meeting of the Shelburne County Housing Coalition and also for a first meeting of the community and service-based counts sub-committee.

Thanks very much everyone and if you want to discuss any of the above please feel free to reach out.

Lucinda, Kelly and Tomi



Lucinda Montizambert  
Public Health Services  
Roseway Hospital  
1606 Lake Rd, Shelburne  
NS B0T 1W0  
Office/Cell: 902-670-9159  
[lucinda.montizambert@nshealth.ca](mailto:lucinda.montizambert@nshealth.ca)  
[www.nshealth.ca](http://www.nshealth.ca)

*I live & work in Mi'kma'ki, the traditional and contemporary unceded territory of the Mi'kmaq*



**Tomi McCarthy**  
Coordinator, Queens & Shelburne County Community Health Boards  
Email: [tomi.mccarthy@nshealth.ca](mailto:tomi.mccarthy@nshealth.ca)  
Phone: (902)350-0478  
Roseway Hospital  
1606 Lake Road, Shelburne, NS

*I work and live in Mi'kma'ki, the unceded territory of the Mi'kmaq*



**Kelly Goudie**  
Health Promotion Specialist Mental Health and Addictions  
197 Dufferin Street Suite 200  
Bridgewater, Nova Scotia  
B4V 2G9

Phone: (902) 527-5415  
Mobile: (902) 930-1792



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March 4, 2024

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Draft List of Potential Community Organizations in Shelburne County

- All churches and religious organizations
- Food banks and food pantries
- Our House
- SHYFT Youth Services
- Split Rock
- Community Cares and Recovery
- Juniper House
- Tri-County Women's Centre (Shelburne)
- Senior Safety Coordinator, Shelburne County
- Empower Her
- Black Loyalist Heritage Centre
- SASI
- YReach
- Fish processing plants - newcomer support
- Municipalities
- MLA's Office
- Acadia First Nation (Shelburne County office)
- Family Resource Centres
- Schools Plus
- NSCC
- Learning Network
- Lions Clubs
- RCMP
- Meals on Wheels
- VON
- Wesley Seniors Centre
- Community Centres and Halls (Sable, Little Harbour...)
- CORAH
- Lockeport Legion
- Little Peoples Place
- Villagedale Community Association
- Provincial Housing (Bonnie Lloyd)
- Southwest Employment Services and other employment orgs
- Service Canada
- SPCA, Pet Projects
- Warmline (Shelburne County Mental Health and Wellness Association)
- NSH; Inpatient Social Worker, MH staff, Continuing Care, Home Visitors
- Mall Security

March 4, 2024

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- RCMP
- Corrections Services
- Realtors
- Chamber of Commerce
- Pharmacies
- libraries
- Home Repairs Program
- CPS, DCS social workers
- Firefighters



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## REACHING HOME FUNDING OPPORTUNITY FOR 2024-26 RURAL AND REMOTE COMMUNITY FUNDING STREAM

# CALL FOR PROPOSALS

## REACHING HOME IN RURAL & REMOTE COMMUNITIES FOR 2024-26

### INTRODUCTION

The Affordable Housing Association of Nova Scotia (AHANS) is the Community Entity contracted by Infrastructure Canada (INFC) to administer the Reaching Home program for Rural and Remote Communities in Nova Scotia, both mainland and Cape Breton Island<sup>1</sup>. The Reaching Home program is a community-based program dedicated to preventing and reducing chronic homelessness across Canada by supporting evidence informed programs and system-level initiatives that meet the needs of local housing and support realities. Reaching Home is part of the National Housing Strategy in Canada.

During the 2022-24 fiscal years, AHANS administered approximately \$2.8 Million to support capital projects to enhance housing supply, system level advancements tied to Coordinated Access and HIFIS improvements as well as enhanced support services to assist people recover from the housing crisis and homelessness in rural communities throughout Nova Scotia. The commitment to prevent and reduce homelessness continues for AHANS and its community partners.

**Invitation to Submit Proposals for Available Reaching Home  
Funding for 2024-26 for the Rural & Remote Community Stream  
Deadline: 11:59pm Atlantic on May 3, 2024**

### BACKGROUND INFORMATION ABOUT THIS CALL FOR PROPOSALS

This Call for Proposals (CFP) seeks to fund capital investments as well as sub-projects dedicated to preventing and reducing homelessness for households at the greatest risk of long-term homelessness in communities supported by the Rural and Remote Funding Stream. Only by ensuring that sufficient housing options and supports are available to meet the unique needs of people experiencing homelessness can the other community-level outcomes endorsed by Reaching Home and local priorities can be met.

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<sup>1</sup> Cape Breton Regional Municipality (CBRM) is excluded from this process since CBRM receives its own Reaching Home – Designated Community investment.

## REACHING HOME FUNDING OPPORTUNITY FOR 2024-26 RURAL AND REMOTE COMMUNITY FUNDING STREAM

- Chronic Homelessness is reduced *via Capital Investments in Housing Options & the delivery of specialized housing stability supports for people recovering from chronic homelessness.*
- Homelessness in the community is reduced overall and for specific populations such as *Indigenous Peoples, African Nova Scotians and other racialized communities that face structural and systemic discrimination.*
- New inflows into homelessness are reduced through *evidence informed prevention and diversion strategies that support highly vulnerable households remaining in the community in safe, appropriate housing options.*
- *Returns to homelessness are reduced through person-centred, strength based, and trauma informed support models dedicated to long-term housing stability.*

Historically, Reaching Home for Rural and Remote Funding Stream has invested in sub-projects in such communities/regions as Bridgewater/Southern Shore, Truro, Kentville, Yarmouth, Colchester County, Amherst/Cumberland County, Antigonish and Pictou County. Previously funded organizations that wish to deliver Reaching Home sub-projects in 2024-26 must reapply. Given the diverse needs of communities, ***the Rural and Remote Advisory Board (RRAB) is also looking forward to receiving proposals from other communities throughout the Province where housing and homelessness needs may currently remain unmet.***

### PROPOSAL PREPARATION GUIDANCE

**In preparing submissions for this Call for Proposals**, proponents are expected to identify the unmet needs of local households experiencing housing precarity and homelessness locally and determine the capital projects and support models that would fill current gaps in service. Duplication of service should be avoided. Proponents must demonstrate their commitment to Housing First as a philosophy and an intervention. Assertive engagement and individualized support approaches provide a mechanism to ensure that households experiencing housing precarity and homelessness are provided with the housing options and support opportunities to return to housing stability.

**If your agency is re-applying for Reaching Home funding**, proponents are expected to identify the successes, challenges and opportunities of current practices and approaches while identifying how the proposal for Capital Investments and/or Supports will meet the current needs of people experiencing lengthy periods of homelessness and housing precarity. Historically, many Reaching Home investments in Rural and Remote Communities supplemented the activities funded by Provincial, Municipal and/or Philanthropic investments. Moving forward, it will be essential that selected sub-projects demonstrate the outcomes and impacts achieved by these Reaching Home investments.

## REQUIREMENTS FOR SUCCESSFUL APPLICANTS

- 1) **Reaching Home Contribution Agreement and Memorandum of Understanding with AHANS:** All proponents funded by Reaching Home are required to have an active Contribution Agreement that outlines the rights and responsibilities of Recipient of funding, the Community Entity, and the Government of Canada
- 2) **Coordinated Access (CA) Participation, where applicable:** All Reaching Home Programs must actively participate in local Coordinated Access processes, where applicable. This includes adding people experiencing homelessness to the By Name List as well as filling all vacancies (housing and caseload) from the By Name List. Staff are required to submit CA intake forms and bi-weekly caseload updates to ensure that the By Name List is up to date and outcomes are being met. Agencies that do not participate in Coordinated Access will be ineligible to receive (continue to receive) Reaching Home funding during 2024-26 fiscal years. Participation in Coordinated Access will be monitored on a monthly basis for all successful proponents. Failure to participate may result in termination of Reaching Home funding.
- 3) **HIFIS 4.0:** Proponents are required to collect data in the Homeless Individuals and Families Information System (HIFIS 4.0). All successful proponents will be required to participate in the community data sharing implementation and sign the approved community Data Sharing Agreement if they haven't already done so. Participation in HIFIS activities will be monitored on a monthly basis for all successful proponents. Failure to participate may result in termination of Reaching Home funding.
- 4) **Good Standing with AHANS (for previously funded agencies):** Proponents must be in good standing as a Recipient of Reaching Home funding (in terms of any previous funding agreements) and a contracted partner with AHANS as Community Entity of Reaching Home. Timely completion of financial reporting as well as outcome-based reporting and monitoring expectations will be reviewed quarterly.
- 5) **Sustainability:** Funded agencies must have an organizational infrastructure in place (or be willing to work towards such sustainability expectations) to ensure the success of the project with respect to supervision, policies and procedures, human resources, finance, and other administrative activities. AHANS is open to supporting new and small agencies in ensuring that such activities are completed appropriately but the building of internal infrastructure must be a priority for all successful proponents.
- 6) **Demonstrated Ability to Achieve Reductions in Homelessness (for previously funded agencies):** Proponents who are reapplying for funding must have demonstrated their ability to reach the outputs and outcomes of the previous funding agreement. Some examples may include maintaining a full caseload, targeted diversion services, actively supporting participants to find and maintain

## REACHING HOME FUNDING OPPORTUNITY FOR 2024-26 RURAL AND REMOTE COMMUNITY FUNDING STREAM

housing, conducting regular in-person/in-home visits, successfully housing participants, submitting accurate and up-to-date weekly caseload updates, being responsive to housing needs, and maintaining a housing-focused approach.

### PRIORITIES FOR REACHING HOME INVESTMENTS 2024-26

In the coming months, AHANS and community partners throughout the Province will begin community planning discussions to establish investment priorities for 2024-2029. Given the current Federal, Provincial and Municipal investments impacting the homelessness and re-housing system of care throughout Nova Scotia, the realities facing people experiencing homelessness and the current limited supply of available housing options, the following Priorities have been identified for the Reaching Home 2024-26 Call for Proposal Process with a focus on meeting the needs of people experiencing chronic homelessness:

- 1) **Capital Investments:** AHANS and its Rural and Remote Advisory Board are interested in investing in the development of housing solutions for people experiencing chronic homelessness and demonstrating higher depths of support needs. For a review of some of the housing models that have demonstrated success in supporting the recovery journey from homelessness to housing stability, see **Appendix A: Additional Information and Definitions**. In addition to increasing housing options, the Rural and Remote Communities Funding Stream also allows for capital investments for emergency shelter facilities, including shower and laundry facilities, food preparation and drop-in centre infrastructure. Review <https://www.infrastructure.gc.ca/homelessness-sans-abri/directives-eng.html> for additional details on eligible capital investments.
- 2) **Finding & Maintaining Appropriate Housing for People Experiencing Homelessness:** The solution to homelessness is housing. AHANS is interested in supporting housing location and housing stability services dedicated to supporting households in their return to housing within the community. Although housing options may vary from shared housing, family/friend reunification, long term care, private market rental, supportive housing options, etc., specialized housing location services will be committed to assisting people experiencing chronic homelessness return to community via a housing option that works for them. Once housed, housing specialists will focus on delivering evidence informed stability supports and case planning to meet the individualized needs of the people supported. The use of a valid assessment process to guide case management, wellness promotion and recovery from homelessness is recommended for successful proponents.
- 3) **Targeted Housing Loss Prevention & Shelter Diversion for People at Imminent Risk of Homelessness.** Reaching Home focuses on preventing and reducing

## REACHING HOME FUNDING OPPORTUNITY FOR 2024-26 RURAL AND REMOTE COMMUNITY FUNDING STREAM



homelessness for those households that are deemed to be at the greatest risk of entering sheltered and unsheltered homelessness. Beyond an eviction notice, households at the greatest risk often experience circumstances and realities that resemble community members already experiencing homelessness. As the last opportunity to prevent households from experiencing literal homelessness, shelter diversion programs help individuals and families seeking shelter to explore safe and appropriate alternate housing arrangements and, if necessary, connect them with services and financial assistance to help them find secure housing within the community. The housing focused problem-solving approach used is designed to find safe, appropriate housing options and avoid sheltered and unsheltered homelessness for the households served. Follow-up supports to assist the household in resolving the housing crisis is provided, when appropriate.

- 4) **Client Support Services Dedicated to Community Reintegration, Improved Wellness and Stability as well as Enhanced Access to Basic Needs.** Client support services include individualized services to help improve integration and connectedness to support structures, such as the provision of basic needs and wellness services. They may also include services to support the economic, social, and cultural integration of individuals and families. To explore eligible activities for Reaching Home Rural and Remote Communities Stream, visit <https://www.infrastructure.gc.ca/homelessness-sans-abri/directives-eng.html>

### ACCOUNTABILITY AND REPORTING REQUIREMENTS

**Financial Reporting:** Successful proponents must submit a financial claim and all supporting documentation on a quarterly basis, within 30 days after the end of the quarter. At least once each fiscal year, funded agencies must participate in a financial monitoring visit.

**Service & Activity Reporting:** Reports outlining the activities and services delivered by agencies funded by Reaching Home will be submitted quarterly with each funded agency meeting with AHANS staff multiple times throughout the year to discuss progress, challenges, and opportunities. All funded agencies are required to participate in a formal on-site Service and Activity Monitoring process once per year. Program Outcome Reports will be generated via HIFIS on a quarterly basis. Collecting and updating client, activity, and outcome data within HIFIS 4.0 is mandatory for all funded agencies. Lack of compliance with data entry may result in termination of Reaching Home funding.

**Reports on Coordinated Access Participation:** The addition of clients to the Coordinated Access process is a mandatory requirement for Reaching Home funded agencies in communities where Coordinated Access processes are in place. In addition to adding new clients to the Coordinated Access process (including the By Name List intake processes), completion of bi-weekly caseload updates for BNL clients regarding current housing



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status, participation in relevant case conferencing sessions and the entering of client data into HIFIS 4.0 are mandatory administrative activities for all funded agencies. Lack of participation in Coordinated Access may result in termination of Reaching Home funding.

### PROPOSAL EVALUATION BENCHMARKS

Applications will be assessed based on the following criteria. Points will be assigned for each criterion based on the information provided in the application (see table below). Scoring for each criterion is awarded on a scale of 0 to 10. Total score is based out of 100 points.

Benchmark	Description	Weight	Points (max)	Score (max)
<b>Ability to meet requirements</b>	<ul style="list-style-type: none"> <li>▪ Agency is willing to sign a Memorandum of Understanding (MOU) with AHANS that governs service delivery expectations, collaboration, communication, and a grievance process.</li> <li>▪ Agency commits to participation in Coordinated Access (CA) as applicable, including all vacancy matches made through CA, completion of BNL Intake Forms, weekly caseload updates, etc.</li> <li>▪ Agency commits to regularly entering and updating client, activity, and outcome data in HIFIS 4.0</li> <li>▪ Agency has the organizational and administrative infrastructure to support the success of the position(s)/project</li> <li>▪ Agency is able to support staff to meet participants in the community</li> </ul>	1.0	10	10
<b>Approach to Service</b>	<ul style="list-style-type: none"> <li>▪ Proposal clearly articulates a model that focuses on:                             <ul style="list-style-type: none"> <li><input type="checkbox"/> Increasing Housing Stock through Capital Developments,</li> <li><input type="checkbox"/> Finding Housing via Specialized Housing Location</li> <li><input type="checkbox"/> Maintaining Housing via Specialized Housing Stability Support</li> </ul> </li> <li>▪ Service model articulates a team-based approach (including</li> </ul>	2.5	10	25

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	partnerships and in-kind resources, if applicable)			
	<ul style="list-style-type: none"> <li>Service Model emphasizes an assertive engagement approach with people experiencing chronic homelessness</li> </ul>			
<b>Alignment with purpose of RFP</b>	<ul style="list-style-type: none"> <li>Proposal addresses the purpose of this RFP</li> <li>Proposal addresses Reaching Home Directives</li> <li>Proposal demonstrates Housing First approach</li> </ul>	1.0	10	10
<b>Sustainability and organizational infrastructure</b>	<ul style="list-style-type: none"> <li>Proposal outlines how it leverages the proponent’s strengths and expertise</li> <li>Proposal demonstrates the agency’s ability to supervise and coach project staff</li> <li>Proposal identifies and mitigates any organizational challenges, including staff turnover, unique needs of clients. etc.</li> <li>Does the proposal include in-kind or other forms of financial and/or staffing supports to support the project?</li> </ul>	2.0	10	20
<b>Demonstrated commitment and ability to serve people experiencing chronic homelessness</b>	<ul style="list-style-type: none"> <li>Agency demonstrates commitment and /or approach to assertively engage with people recovering from chronic homelessness through in-home and community-based service delivery</li> <li>Previously funded agencies: how well this has been done to date in relation to positive housing locations, housing stability supports and/or development of housing developments.</li> </ul>	2.0	10	20
<b>Good standing with AHANS as Reaching Home Community Entity</b>	<ul style="list-style-type: none"> <li>Proponents must be in good standing with AHANS in terms of previous funding agreements, including completion of financial and activity monitoring, as well as Coordinated Access and HIFIS participation.</li> </ul>	1.0	10	10

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## REACHING HOME FUNDING OPPORTUNITY FOR 2024-26 RURAL AND REMOTE COMMUNITY FUNDING STREAM



<b>TOTAL POINTS</b>	100
<b>CUTOFF THRESHOLD:</b> Proposals must score a minimum threshold of 70 to be considered for Reaching Home funding	70

The proposal evaluation and review process will be completed by the Funding Panel of the Reaching Home Community Advisory Board, using the evaluation benchmarks identified above. The Funding Panel consists of non-service provider members of the Community Advisory Board, with clear policies regarding conflict of interest.



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## REACHING HOME FUNDING OPPORTUNITY FOR 2024-26 RURAL AND REMOTE COMMUNITY FUNDING STREAM

### HOW TO APPLY

#### To Submit Proposals...

- 1) Complete the Reaching Home 2024-26 CFP Application Form
- 2) Submit the application (and any supplementary information) to [info@ahans.ca](mailto:info@ahans.ca) by **11:59pm Atlantic on Friday, May 3, 2024**
- 3) AHANS will follow up within 2 business days with a receipt confirmation notification

If you have questions about this Call for Proposal process. Please submit these questions via [info@ahans.ca](mailto:info@ahans.ca). All questions will be answered within 2 business days. A summary of questions and responses will be posted at <https://www.ahans.ca>.

AHANS will host a virtual information session/Q&A for interested agencies on **April 19<sup>th</sup>, 2024, at 10:00am Atlantic.**

**The deadline for the submission of applications to [info@ahans.ca](mailto:info@ahans.ca) is Friday, May 3<sup>rd</sup>, 2024, by 11:59pm Atlantic.**

All questions related to this Funding Call for Proposal process are invited to connect with:

Tracy Flaherty-Willmott  
Director, Programs  
AHANS  
[tracy@ahans.ca](mailto:tracy@ahans.ca)

## **APPENDIX A: ADDITIONAL INFORMATION & DEFINITIONS**

### **For Additional Information on Eligible Activities:**

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Reaching Home has a wide range of eligible activities which it will fund to fulfill the mandated outcome of a reduction in chronic homelessness. These activities are described in greater detail the Reaching Home Directives at <https://www.infrastructure.gc.ca/homelessness-sans-abri/index-eng.html>

### **Financial & Program Considerations**

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1. Reaching Home has guaranteed funding to March 31<sup>st</sup>, 2026.
2. Under Reaching Home the maximum amount of administrative costs that are eligible toward the project/program is 15% of the project/program's approved budget.
3. Eligible Capital investments to increase Housing Options under Reaching Home include:
  - The acquisition of housing or facilities through purchase.
  - The acquisition of housing or facilities through construction.
  - Renovations to existing housing or facilities.
4. Operational cost for capital projects (utilities, debt repayment, maintenance, and all other operational costs) are ineligible.
5. All approved sub-projects must participate in HIFIS and Coordinated Access processes if these exist in your region. Failure to participate in these system level activities may result in termination of Reaching Home funding.

### **Description of Potential Capital Housing Projects**

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**Bridge Housing (a.k.a. Short-term Supportive Housing Option)<sup>2</sup>:** Temporary lodging for people experiencing homelessness that are on a clear pathway to Supportive Housing, Housing with Supports or a Housing First program. Participants in this form of temporary lodging are in the process of becoming document ready or are already document ready for the housing that follows their Bridge Housing stay. Participants are invited to stay in this housing type if it is determined through local assessment that the household would benefit from intensive supports being available on-site, 24/7 while working on finalizing the move to the appropriate permanent housing solution. Fixed site housing or motels are the most frequent forms of lodging used for Bridge Housing as greater privacy is afforded than in most shelter environments. Units in Bridge Housing may be fully self-contained, or offer a private bedroom with shared congregate dining, programming space, kitchens, and

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<sup>2</sup> As defined by OrgCode Consulting, Inc. (2022)

## REACHING HOME FUNDING OPPORTUNITY FOR 2024-26 RURAL AND REMOTE COMMUNITY FUNDING STREAM



restrooms. Exits from Bridge Housing should happen as rapidly as possible - as soon as a spot becomes available in Permanent Supportive Housing, Housing with Supports or Housing First program, and should rarely exceed 12 consecutive months.

**Supportive Housing<sup>3</sup>:** Supportive Housing, also known as Permanent Supportive Housing, is permanent housing. Participants are offered this type of accommodation when they would benefit from on-site support staff, most often available 24/7. Supportive Housing can be provided through self-contained units with private bedroom, restroom, kitchen(ette), and living space; or it can be provided through private or semi-private bedrooms with shared common areas, programming space, kitchens, and restrooms. The housing most often has expectations or requirements to participate in support services. Program fees and service agreements with residents are common. Supports are available permanently, but the intensity of engagement with services can vary over time.

**Shared Housing<sup>4</sup>:** Shared housing is defined as two or more people who live in one permanent rental housing unit, sharing costs associated with maintaining housing such as rent and utilities. All assisted tenants are listed on the lease and their portion of the rent must be proportional to the amount of private space that tenant has in relation to the other tenants. The overall size of the unit is dictated by the co-housing tenants' preferences, available income, and the cost of rent and utilities. What's important to remember is that shared housing is permanent rental housing, in that the participant is on the lease and has full tenancy rights.

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<sup>3</sup> As defined by OrgCode Consulting, Inc. (2022)

<sup>4</sup> As defined by Veterans Affairs at [https://www.va.gov/HOMELESS/ssvf/docs/Shared\\_Housing\\_Fact\\_Sheet.pdf](https://www.va.gov/HOMELESS/ssvf/docs/Shared_Housing_Fact_Sheet.pdf)



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**REACHING HOME FUNDING OPPORTUNITY FOR 2024-26  
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**APPLICATION FOR RURAL AND REMOTE COMMUNITY STREAM  
CALL FOR PROPOSALS - REACHING HOME SUB-PROJECTS FOR 2024-26**

**SECTION 1: ABOUT YOUR ORGANIZATION**

**Organizational Information:**

Name of Organization: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City/Community: \_\_\_\_\_  
Postal Code: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

**Legal Signing Officer(s) for the Organization:**

Name of Signing Officer: \_\_\_\_\_  
Position Title: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_

Name of Signing Officer (optional): \_\_\_\_\_  
Position Title: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_

**Primary Sub-Project Contact:**

Name of Signing Officer: \_\_\_\_\_  
Position Title: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_

**Primary Contact for Financial Reporting:**

Name of Signing Officer: \_\_\_\_\_  
Position Title: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_

## REACHING HOME FUNDING OPPORTUNITY FOR 2024-26 RURAL AND REMOTE COMMUNITY FUNDING STREAM

### SECTION 2: SYSTEM LEVEL COLLABORATION EXPECTATIONS

**Active Participation in Coordinated Access (CA), if applicable:** All Reaching Home funded organizations must actively and fully participate in local Coordinated Access processes, when this exists in your community/region. This includes adding people experiencing homelessness to the By Name List as well as filling all vacancies (both housing and caseload) from the By Name List. When relevant, participation in Coordinated Access will be monitored on a quarterly basis and failure to participate may result in termination of Reaching Home funding.

**Is your organization prepared to fully commit to the Coordinated Access process, if this exists in your region?**

- Yes  
 No

**HIFIS 4.0:** Proponents are required to collect data in the Homeless Individuals and Families Information System (HIFIS 4.0) for new client intakes as well as regular updates to the client housing and support status. All successful proponents will be required to participate in the community data sharing implementation and sign the approved community Data Sharing Agreement (DSA). Participation in HIFIS activities will be monitored on a monthly basis and failure to participate may result in termination of Reaching Home funding. All outcome reporting for funded sub-projects will be derived from HIFIS data entry.

**Is your organization prepared to commit to HIFIS 4.0 for outcome-based reporting and community Data Sharing?**

- Yes  
 No

**Demonstrated Ability to Achieve Reductions in Homelessness (for previously funded agencies):** Proponents who are reapplying for funding must be able to demonstrate their ability to reach the outputs and outcomes of the previous funded sub-project. In particular, these include maintaining a full caseload, visiting participants in shelter if applicable, actively supporting participants to find and maintain housing, conducting weekly in person/in home visits, successfully housing participants, submitting accurate and up to date biweekly caseload updates, being responsive to housing needs and maintaining a housing focused approach.

**Can your organization demonstrate the outcomes and outputs that have achieved a reduction in homelessness during your last Reaching Home contract?**

- Yes  
 No  
 Not Applicable: We have not received Reaching Home funding previously.



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## REACHING HOME FUNDING OPPORTUNITY FOR 2024-26 RURAL AND REMOTE COMMUNITY FUNDING STREAM

### SECTION 3: PROPOSED PROJECT TO REDUCE HOMELESSNESS

#### Investment Priority (Select all that Apply):

- Capital Investments
- Finding and Maintaining Housing for People Experiencing Homelessness
- Targeted Housing Loss Prevention & Shelter Diversion
- Client Support Services for Reintegration, Wellness, Stability, etc.

#### Proposed Approach to Service Delivery:

Please provide a brief description of the proposed approach to reduce homelessness overall and if this project is dedicated to serving specialized populations (people experiencing chronic homelessness, Indigenous Peoples, African Nova Scotians, etc.). Identify how this sub-project will address gaps in the current service landscape, the activities to be delivered, demographics served, key outcomes that will be achieved, etc.

#### Community Partnerships to Deliver Project:

If applicable, please provide a description of the partnerships that your organization already has and/or will leverage to enhance housing options, service delivery, support and navigation activities and assertive engagement with people experiencing homelessness.

#### Financial and Human Resources Needed to deliver the Proposed Project<sup>1</sup>:

To identify the project costs that are eligible for reimbursement under Reaching Home, please review <https://www.infrastructure.gc.ca/homelessness-sans-abri/directives-eng.html#h2.3-h3.1>. Ineligible costs cannot be reimbursed.

Please identify the staffing and project-specific resources required to deliver this proposed project.

#### STAFFING RESOURCES:

# of Staff & Job Titles:	Full or Part time:	# of Hours per Week:	Total Salary Costs (including MERC)
<b>Total Staffing Costs:</b>			

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**REACHING HOME FUNDING OPPORTUNITY FOR 2024-26  
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**PROJECT & CLIENT COSTS:**

<b>Resources Required</b> (i.e. targeted diversion funds, documentation readiness costs, housing set up, client support services, transportation, etc.):	<b>Funding Required for These Resources</b>
<b>Total Project &amp; Client Costs:</b>	

**CAPITAL COSTS (IF APPLICABLE):**

<b>Resources Required</b> (i.e., renovation of existing facility, new construction, purchase of buildings for time-limited or permanent supportive housing, professional fees, furniture, appliances, etc.):	<b>Funding Required for These Resources</b>
<b>Total Project &amp; Client Costs:</b>	

**ADMINISTRATION COSTS TO DELIVER THE PROJECT:**

<b>Administration Costs</b> (i.e. staff travel, phone, direct supervision for the project, etc.). Administration has a maximum allowance of 15% of the project budget.	<b>Funding Required for Administration:</b>
<b>Total Administration Budget:</b>	

**TOTAL FUNDING REQUESTED FOR REACHING HOME SUB-PROJECT:** \_\_\_\_\_

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**REACHING HOME FUNDING OPPORTUNITY FOR 2024-26  
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**EXPRESSION OF INTEREST SUBMITTED BY:**

\_\_\_\_\_

Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Position

Date of Submission: \_\_\_\_\_

***Please submit completed Application to AHANS at [info@ahans.ca](mailto:info@ahans.ca)  
by 11:59pm Atlantic Time on May 3, 2024.  
Any submissions received after that time will be returned unopened.***

*Note: CFPs submitted will be reviewed by the Community Entity (AHANS) for alignment with evidence informed approaches and practices. The Reaching Home Rural and Remote Advisory Board Funding Panel will review and decide upon the recommended proposals.*

Regular Council Meeting 042224.agd