



AGENDA
Town Council Meeting – Town Council Chambers
May 5th, 2025
6:00 p.m.

Doc Ref:

1) Call to Order

2) Approval of Agenda

3) Approval of Minutes from the regular Town Council meeting held on April 22nd, 2025.

4) Proclamations and Announcements:

- a) Canadian Mental Health Week – May 5 – 11, 2025
- b) International Day Against Homophobia, Transphobia and Biphobia – May 17th, 2025

5) Delegations/Presentation: NONE

6) Correspondence:

Action: NONE

Information:

- a) Letter from Emergency Management re: Fire Services Review D25-099
- b) Letter from Attorney General Justice re: Adapting the Additional Officer Prog. D25-100
- c) Email from NSFM re: Deer Population D25-101
- d) Letter of support to Community Foundation of Nova Scotia D25-102
- e) Letter from Dept of Municipal Affairs re: Beautification & Streetscaping Prog. D25-103

7) Council Items:

- a) De-registration of 36 John Street – Public Hearing

8) Committee Reports: NONE

9) Staff Reports:

- a) De-Registration of 36 John Street D25-104
- b) Clean Foundation D25-105
- c) Roger Grovestine Complex Court Resurfacing – RFT D25-106
- d) By-Law Officer Report – March D25-107

10) In Camera Session: MGA (22) (2) (e) – Contract Negotiations

11) New Business:

12) Upcoming Meetings/Events:

- a) Special Council Meeting to discuss budget, May 6th, 2025, 6pm, Council Chambers, 63 King Street
- b) Next Council Meeting, Tuesday, May 20th, 2025, 6pm, Council Chambers, 63 King Street.
- c) Tax Bills Due May 30th!

13) Adjournment



Town of Shelburne
Minutes of the Regular Council Meeting
April 22nd, 2025

Council Members Present

Mayor Stanley Jacklin
Deputy Mayor Donnie Acker
Councillor Elizabeth Acker
Councillor Sheldon Ringer
Councillor Therese Cruz

Staff Present

Chief Administrator Officer, Sarah Mattatall
Executive Coordinator, Jill Webb

Call to Order

Mayor Jacklin called the Council meeting to order at 6:00pm and thanked everyone for coming.

Approval of the Agenda

THAT Council approves the agenda for April 22nd, 2025, Council Meeting, with the addition of item 9. d) under staff reports – Land Sale for Parking – 28 John Street.

E. Acker – Ringer

MOTION CARRIED

Approval of the Minutes

THAT Council approves the minutes from the regular Town Council Meeting held on April 7th, 2025.

Cruz – D. Acker

MOTION CARRIED

Proclamations and Announcements:

Volunteer Recognition

Mayor Jacklin recognized five community members for their outstanding volunteer service.

Valerie Cox

Valerie Cox, a recently returned resident, has made significant contributions to the community over the past year. She serves as a board member for the Shelburne Arena, securing grants

for capital improvements, and as acting chair of Our House Youth Wellness Centre, where she supported the development of the Shelburne County Youth Health and Support Association and strategic planning efforts. Val has also joined the Shelburne Fire Department Ladies Auxiliary. Council thanks Val for her ongoing dedication to the Town of Shelburne.

Matthew King

Matthew King has been a dedicated volunteer at the Shelburne Curling Centre for over 10 years, playing a key role in hosting the Nova Scotia Curling Association's Mixed Provincials, which has brought champions to Town and earned high praise for hospitality. He has contributed significantly to ice maintenance, board leadership, and community engagement, helping revitalize the Centre as a valued gathering space. A former president during the challenging 2020–2021 seasons, Matthew continues to support curling and serves as a community representative on the Student Advisory Committee.

Debi Wilson-King

Debi Wilson-King is a long-time volunteer whose dedication spans decades. She served 15 years on the Little People's Place Board and continues to support it through fundraising. For the past 10 years, she's delivered meals through Meals on Wheels and is active in St. Thomas Church, the Shelburne Loyalist Food Bank, the Syrian Refugee Group, and the Shelburne Yacht Club. Whether organizing fundraisers, welcoming newcomers, or picking up litter, Debi gives selflessly to her community. Her efforts during the 2023 wildfires further demonstrated her deep commitment to helping others. Council thanks Debi for her outstanding community spirit.

Jerry Scott

For the past 19 years, Jerry Scott has been a dedicated volunteer with the Shelburne County Agricultural Exhibition, serving as both Vice President and Director. Jerry has played a vital role in ensuring this cherished annual event runs smoothly, supporting everything from parades and 4-H shows to musical performances. Known for greeting visitors at the front gate with a warm smile, Jerry embodies the welcoming spirit of the Exhibition. Council thanks Jerry for his long-standing commitment and generous contributions to the community.

Nancy Thomas

Nancy Thomas has been a dedicated community volunteer for decades, with over 30 years of service to the Shelburne Volunteer Fire Department Ladies Auxiliary, where she's held roles such as President and Secretary. She has also contributed 25 years to the Shelburne Curling Club, including time as President of the Ladies Curling Club. Nancy volunteers with the Roseway Hospital Foundation Auxiliary and NU2U and even knits finger puppets for the IWK and hats for the Lions Club. Council thanks Nancy for her unwavering generosity and community spirit.

Lyme Disease Awareness Month

Councillor Cruz read a brief paragraph on lyme disease awareness month.

Delegations/Presentations:

a) Shelburne County Arena Association

Valerie Cox presented to Council on behalf of the Shelburne County Arena Association, referencing the presentation included in the Council package. She highlighted volunteers, notable events, and ongoing facility improvements. Valerie also reviewed the Association's financials and outlined their goals for 2025, formally requesting an additional \$10,000 in funding for capital improvements—on top of the Town's existing \$20,000+ operating grant. She noted that a similar request had been made to the Municipality of the District of Shelburne. Councillor Acker remarked that the arena is one of the few in the region that does not operate with a significant deficit. Council engaged in some discussion following the presentation.

THAT Council defer the request from the Shelburne County Arena Association to budget deliberations.

Cruz - E. Acker

M25-052

MOTION CARRIED

Correspondence

Action: NONE

Information:

a) Letter from Dept. Of Municipal Affairs to NS Federation of Municipalities

There was brief discussion surrounding this, CAO Mattatall explained that costs have increased about 6% this year.

Council Items:

a) Public Hearing – Sale of Land, 28 John Street

At this point in the meeting, Mayor Jacklin explained that we will take a recess and hold the public hearing.

THAT Council pause the regular council meeting and open the public hearing.

E. Acker – Ringer

MOTION CARRIED

Regular Council meeting was paused at 6:33pm.

After the public meeting had finished, Council returned to regular Council meeting at 6:56pm.

THAT Council closes the public hearing and returns to the regular Council meeting.

E. Acker – D. Acker

MOTION CARRIED

b) Municipal Heritage Designation – Old Kirk Burying Ground

There was discussion around the reasoning for this.

THAT Council directs staff to prepare to register the Old Kirk Burying Ground (PID 82579095) as a Municipal Heritage Property under the Heritage Property Act, at the June 2, 2025, Council meeting.

D. Acker – Cruz

M25-053

MOTION CARRIED

Committee Reports:

a) Heritage Advisory Committee Meeting Minutes – March

Above minutes are for information only.

Staff Reports

a) Wastewater Utility Report

b) Water Utility Report

c) SVFD Report - March

Above reports are for information only.

d) Land Sale for Parking – 28 John Street

Council discussed the public hearing.

THAT Council agrees to sell Parcel A as outlined on Plan 24, 132 to Compass Nova Scotia for \$1.00 to be used for parking at 28 John Street and subject to the installation of traffic safety measures.

AND THAT Council directs staff to update the Council Disposal of Surplus Land Policy, to provide greater clarity on land sale issues.

E. Acker – Ringer

M25-054

MOTION CARRIED

In- Camera Session: MGA 22 (2) (g) legal advice eligible for solicitor-client privilege.

Mayor Jacklin declared a conflict of interest and left the Council Chambers. Deputy Mayor Donnie Acker assumed the role of Chair in his absence.

THAT Council go in-camera at 7:06pm for matters under MGA 22 (2) (g) legal advice eligible for solicitor-client privilege.

E. Acker - Ringer

MOTION CARRIED

Council came out of in-camera at 7:28pm. Motion coming out of in-camera:

THAT the Town of Shelburne Council approve a financial contribution of \$50,000 — with \$25,000 to be allocated to the Black Loyalist Heritage Society and \$25,000 to SEED (Supporting Empowerment, Equity, and Development) — to be paid in equal annual installments of \$5,000 to each organization over a five-year period;

AND THAT this contribution be made as part of the Town's response to the human rights complaint initiated by Ms. Louise Delisle, and as a demonstration of the Town's acknowledgment of historic racial injustices;

AND THAT this commitment reflect the Town's ongoing efforts toward reconciliation, and its support for the continued work of African Nova Scotian organizations in the areas of education, cultural preservation, equity, and community development;

AND FURTHER THAT the Town continue to engage in dialogue with both the Black Loyalist Heritage Society and SEED, including consultation on the development of a formal public apology, as part of its broader commitment to accountability, healing, and the advancement of racial equity within the community.

Cruz – E. Acker

Councillor Ringer called for a role call vote, the results were as follows:

Councillor Ringer – in favour

Councillor E. Acker – in favour

Councillor Cruz – in favour

Deputy Mayor D. Acker - in favour

M25-055

MOTION CARRIED

Mayor Jacklin returned after the vote to take over as chair for the remainder of the meeting.

New Business:

Mayor Jacklin asked if there was any new business for Council to consider.

Deputy Mayor D. Acker shared that several residents had approached him about the possibility of establishing an off-leash dog park in the Town of Shelburne. Council engaged in discussion on the topic. He also provided a brief update on several meetings he had recently attended.

Councillor Ringer noted that he had received concerns from residents regarding Roseway Hospital continuing to charge for parking, while other hospitals in the region do not. This prompted some discussion among Council members.

Councillor Cruz reported that she had given a presentation to the Chamber of Commerce

about the Tourism Grant, which appears to be of interest to them and could lead to an application. She also mentioned that a resident had raised concerns about business signage on Dock Street, and Council held a discussion on the matter.

There was no further new business.

Upcoming Meetings/Events

- a) RCMP Advisory Board Meeting, April 24th, 2025, 6pm, Council Chambers, 63 King Street
- b) Water Bills are out and are due May 5th, 2025
- c) Next Council meeting, Monday, May 5th, 2025, 6pm, Council Chambers, 63 King Street
- d) Special Council Meeting for Operating, Capital and Port Budget Discussions, Tuesday, May 6th, 2025, 6pm, Council Chambers, 63 King Street
- e) Tax Bills will be coming in the mail and will be due on May 30th, 2025

Adjournment

THAT the Regular Town Council Meeting of April 22nd, 2025, be adjourned at 7:46pm.

E. Acker

Jill Webb
Recording Secretary

Stanley Jacklin, Mayor

Sarah Mattatall, CAO



**Emergency Management
Office of the Minister**

Duke Tower, 5251 Duke Street, Halifax, Nova Scotia, Canada B3J 1P3 • Telephone 902-424-5620 • Minister.EmergencyManagement@novascotia.ca

Document #	D25-099
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Date	Apr. 25/25
COPIES TO:	
Council	✓
Agenda	✓
Committee	

April 17, 2025

VIA EMAIL

To: Mayors, CAOs and Wardens

Re: Fire Services Review

The Departments of Emergency Management and Municipal Affairs greatly value the essential role fire services play in ensuring the safety of Nova Scotians during emergencies across the province. Firefighters put their lives at risk every day to protect our communities, and we are deeply grateful for their unwavering dedication.

The Fire Services Association of Nova Scotia is conducting a comprehensive governance review of fire services in Nova Scotia. This review will focus on ensuring best practices are in place and that our firefighters are fully supported and protected. Key areas of examination will include governance, operations, communications, interoperability, human resources, mental health supports, training, equipment, facilities, fire dispatch, and funding.

We recognize that previous reviews have been conducted. However, this governance review will build upon those efforts and consider the growing impact of climate change on the frequency and severity of weather events such as floods, wildfires, and hurricanes. It is vital that the governance of fire services evolves to address these new challenges, ensuring that we are fully prepared for unprecedented weather events.

Your input is a critical part of this process. We strongly encourage municipalities to participate in the governance review and provide your valuable feedback. By working together, we can create a stronger, more resilient, and responsive fire service for Nova Scotia.

Additionally, we would like to take a moment to address a common concern regarding the Nova Scotia Guard. The Guard is designed to complement existing resources in the province, not to replace them. We are committed to ensuring that firefighters who volunteer for the Nova Scotia Guard will not be deployed outside their communities in ways that could leave their fire departments understaffed. Members will be deployed based on their availability, ensuring they can continue serving their local communities.

Thank you for your ongoing dedication to the safety of Nova Scotians. We look forward to collaborating with you in this important initiative and working together to strengthen fire services across the province.

Sincerely,

A handwritten signature in blue ink, appearing to read "Kim Masland".

Minister Kim Masland

A handwritten signature in blue ink, appearing to read "John Lohr".

Minister John Lohr



**Attorney General
Justice
Office of the Minister**

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Document #	
D25-100	
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JD	
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Apr. 25/25	
COPIES TO:	
Council	✓
Agenda	✓
Committee	

April 10, 2025

Via Email: stan.jacklin@shelburnens.ca

His Worship Mayor Stanley Jacklin
Town of Shelburne

Re: Adapting the Additional Officer Program

Dear Mayor Jacklin,

I am writing to inform you of the forthcoming adaptation of the Additional Officer Program (AOP), which is being instituted to better align with the ongoing and evolving challenges in policing in Nova Scotia.

In 2007, the Nova Scotia Department of Justice inaugurated the AOP to provide financial support to the Royal Canadian Mounted Police (RCMP) and municipal police agencies for the remuneration and benefits of police officers to address evolving public safety concerns. This funding was designed to support the establishment of Street Crime Enforcement Units (SCEU), School Safety Resource Officers (SSRO), and specialized units focused on forensic identification and major crimes. Initially branded as "Boots on the Street", the program aimed to enhance police visibility and bolster public confidence in law enforcement, particularly in relation to the investigation of illegal drugs, proceeds of crime, thefts, assaults, and child pornography.

The Department of Justice, Public Safety and Security Division (PSSD) has conducted a comprehensive review of all factors influencing both the present and future state of organized crime responses. Consultations with Nova Scotia Chiefs of Police and RCMP senior leadership have been undertaken in this regard.

The AOP is now entering the transition planning stage with the objective of modernizing the program to reflect the contemporary context of policing. The current funding level of approximately \$17 million will be maintained and we will adequately analyze how to best utilize this investment in collaboration with police agencies. We are confident that these changes will enhance the efficacy of the AOP and better serve the needs of our communities.

Please be advised that the police leaders in your jurisdiction have been engaged throughout the review of the AOP and have been updated on the intended transition at the Provincial Executive Committee

meeting on April 8th, 2025.

We will continue to provide you with updates on this work as it progresses. I appreciate your cooperation and support as we collaboratively strive to enhance public safety and security in Nova Scotia. Should you have any inquiries or require further clarification, please contact Hayley Crichton at Hayley.Crichton@novascotia.ca.

Yours sincerely,



Becky Druhan
Attorney General and Minister of Justice

cc: Honourable John Lohr, Minister of Municipal Affairs
Sarah Mattatall, Chief Administrative Officer, Town of Shelburne
Juanita Spencer, Chief Executive Officer, Nova Scotia Federation of Municipalities

Jill Webb

From: Sarah Mattatall
Sent: May 1, 2025 2:33 PM
To: Jill Webb
Subject: FW: RE: Deer population control

Document #	
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Date	Apr. 25/25
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Agenda	✓
Committee	

From: Dani Coffey <DCoffey@nsfm.ca>
Sent: April 25, 2025 2:36 PM
To: Sarah Mattatall <Sarah.Mattatall@shelburnens.ca>
Subject: FW: RE: Deer population control

CAUTION: This email originated from an external sender.

FYI Sarah – I misspelled your last name in first send.

From: Dani Coffey
Sent: Friday, April 25, 2025 2:34 PM
To: sarah.mattall@shelburnens.ca
Cc: Juanita Spencer <jspencer@nsfm.ca>; Wesley Petite <WPetite@nsfm.ca>
Subject: RE: Deer population control

Hello Sarah, thank you for your letter to the NSFM Board of Directors, dated February 11th 2025. It will be included in the package for the upcoming April 30th Board meeting. The issue of deer population control has come to the attention of NSFM from several municipalities in the past including Truro. In 2018 the President of NSFM wrote the Department of Natural Resources on the issue and received some of the following feedback:

- Provincial Regional Wildlife Biologists may be able to assist municipalities with public education and strategies relating to this issue. I would recommend contacting DNR for updated information on this resource (current online contact information is outdated).
- The Department recommended municipalities enact no-feeding of wildlife by-laws
- The Department issued Human Wildlife Conflict Stamps for harvesters outside the confines of the legal hunting season to harvest nuisance deer
- At that time, there was a dedicated Human-Wildlife Conflict Biologist but I'm unsure if that position still exists

A complicating factor presented by the Town of Truro is that residents may feel the urban deer population is a problem but may be opposed to lethal measures like a controlled hunt. I've discussed your letter with our Policy Advisor, Wesley Petite, and invite you to connect with him for further discussion.

Dani

Dani Coffey, MPA | Director, Policy and Government Relations
NOVA SCOTIA FEDERATION OF MUNICIPALITIES



Document #	
DAS-102	
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Committee	

Town of Shelburne
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April 25, 2025

To whom it may Concern,

Subject: Letter of Support

On behalf of the Council for the Town of Shelburne, it is our pleasure to provide this letter of support for the Reciprocity Health Fund Grant being submitted to the Community Foundation of Nova Scotia by Acadia University, in partnership with the Shelburne County Community Health Board.

The Town of Shelburne strongly supports community-led initiatives that aim to improve the well-being of our residents. Through "The Kitchen Tables" engagement process, the Shelburne County Community Health Board has identified key priorities that directly impact our community's quality of life—housing, food security, mental health, and transportation.

In conclusion, the Town of Shelburne Council fully supports the efforts of Acadia University and its associated partners as they seek external funding to advance these important priorities. We are confident that this initiative will make a meaningful contribution to the health and resilience of our community.

Sincerely,

Mayor Stanley Jacklin
Town of Shelburne

902-875-2991
stanl.jacklin@shelburnens.ca



**Municipal Affairs
Office of the Minister**

PO Box 216, Halifax, Nova Scotia, Canada B3J 2M4 • Telephone 902 424-5550 Fax 902 424-0581 • novascotia.ca

Document #	D25-103
Rec'd by	JD
Date	May 11/25
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Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
	<input type="checkbox"/>

April 23, 2025

Dear Mayors, Wardens and Chairs:

Re: Reprofiting of the Beautification and Streetscaping Program (BSP) and the Community Works Program (CWP)

In recent years, the Department of Municipal Affairs has been supporting municipalities with historic investments that are helping to build strong, prosperous communities. On this point, there is always more work to do, and we are excited to keep building on this momentum.

We are pleased to announce that the department has added an additional \$1 million to the Provincial Capital Assistance Program (PCAP), for the 2025-26 program year, and on a go-forward basis. This increase in funding is the result of sunseting two annual programs we have offered previously: the Beautification and Streetscaping Program and the Community Works Program.

In our review of these programs, and in consideration of our provincial priorities for housing, growth, and affordability, it was clear that these funds could have a greater impact on municipalities through the PCAP. We need to ensure municipalities have systems and services in place that are foundational to their growth and sustainability. That is why we are focused on delivering the greatest impact possible with programs that help municipalities to make strategic, intentional use of the provincial and federal funding opportunities available. The reprofiting of these programs will increase the PCAP budget from \$690,000 to \$1.69 million, increasing the Province's support in the preliminary stages of infrastructure projects.

We will continue to work with our municipalities to ensure that the programs we are offering are the ones that meet their most critical needs. As always, we are grateful for your collaboration in working to strengthen and grow our communities, and we welcome your feedback on how we can deliver programs that will maximize impact for our municipalities and for Nova Scotians.

Sincerely,

Honourable John A. Lohr
Minister of Municipal Affairs

c: Chief Administrative Officers
Juanita Spencer, Chief Executive Officer, NSFM
David Campell, Executive Director, AMANS



COUNCIL REPORT - FOR DECISION

Subject: De-registration of 36 John Street
Date: April 29, 2025
Authority: Heritage Property Act s. 16
Council Dates: May 5, 2025
Notice Date: April 3, 2025 – Tri County Vanguard
Prepared by: Mike Kahn, Senior Planner

Document #	
D25-104	
Rec'd by JD	
Date Apr. 29/25	
COPIES TO:	
Council	✓
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Committee	

Background

The Town has been approached by Christopher and Kim Huskison regarding a donation to the Town of 36 John Street (PID 8259087), the former Trinity United Church, to de-register the former church as a heritage building under the Heritage Property Act, intend to demolish the building, saving certain elements and donate the land to the Town for incorporation into Graham’s Park.

Site and Building History

In July 1784, a plot of land on John Street between Hammond and Digby was granted for a Presbyterian place of worship. This land was at the southeast corner of a large block of “Public Ground” at the centre of the town plan set aside for religious worship, open-air market space and other community uses.

The first Church of Scotland built on the granted land was small and uninsulated, intended to be a temporary structure until funds could be raised to erect a more suitable meeting house. This church collapsed in a storm in the early 1790s.

The cornerstone for its replacement was laid on 25 June 1804. By the late 1800s, the congregation had outgrown this building, which came to be known as the “Old Kirk”. It served as the Presbyterian church hall until it was eventually sold and moved to a location on Black’s Brook in the north end of town to be used as a saw and carding mill.

The cornerstone for the new Presbyterian church, which later became Trinity United, was laid on 24 September 1888. A poster advertising the event noted that attendees could see the “contents placed in the Corner Stone of the “Old Kirk” in 1804.” These contents, alongside new items added by the contemporary church leaders, were placed in a brass box and sealed into the cornerstone of the new building, symbolically connecting the older place of worship with the new.

The designer and builder of the church was Caleb E. Allen, a prolific local house carpenter whose work is found in over a dozen buildings still standing in Shelburne County.

Following years of discussion, the Presbyterian and Methodist congregations of Shelburne held their first united service at St. Johns in April 1924, a year before the official formation of the United Church of Canada. The church kept its name until 1941, when it was rechristened Trinity United Church.

In 1955, the building was expanded to include a hall, attached to the north side of the building. The last service at Trinity United Church was held on 28 March 2021, marking the end of 130 years of religious worship in the building

To learn more about the building and see historical images, see Appendix 3 – Additional History - 36 John Street Trinity United Church.

Current building and recent history

The current building is a municipally designated heritage property, designated in 1994, under the Heritage Property Act. The building is roughly 8,000 square feet, including 2,500 square feet in the main hall. The building has a ¾ inch waterline and is connected to Town sewer. There a single on-site parking stall/unloading area off of John St. The property is 0.8 acres, and does not include the cemetery, Old Kirk Burying grounds, which is on a separate adjacent lot.

The local United Church congregation explored various options for reuse/renovation over 4 years prior to selling the Church in 2021. There were issues with mold, dampness and the condition of steeple at that time. There were also alterations to the exterior in the early 2000's that may not have been approved by the Heritage Advisory Committee (HAC), in keeping with the Heritage Property Act.

The property has been on the market previously for several months and has been vacant for over a year.

Analysis

The Landowner has requested the building be de-registered (see attached email), which starts a process under the Heritage Property Act. To deregister a heritage property on the application of a landowner, the Council must determine if the continued registration of the property appears be inappropriate due to the loss of heritage value which the Heritage Property Act defines as:

“the aesthetic, historic, scientific, cultural, social or spiritual importance or significance for past, present or future generations and embodied in character-defining materials, forms, locations, spatial configurations, uses and cultural associations or meanings.

Character-defining elements as “the materials, forms, location, spatial configurations, uses and cultural associations or meanings that contribute to heritage value and that must be sustained in order to preserve heritage value.”

Below are the notes from the recommendation to designate, outlining the Character-defining elements:

Character-defining elements of the Trinity United Church include

- one-and-a-half storey wood structure;
- granite block foundation;
- steeply pitched gable roof;
- wood shingle cladding;

- Gothic Revival-style stained glass windows with pointed labels and plain lug sills;
- pointed steeple set on a rectangular three-storey base with buttressed corners and a string course;
- Palladian window in the west;
- Rose window over the entry;
- location on a prominent lot in the centre of Shelburne.

The building met the criteria in 1994 in part due to its active use by the United Church, which lent “cultural, social or spiritual importance” to the building.

The Character-defining elements references several late additions to the building, such as the stained glass windows, many of which were added post 1950. The building went through significant renovations when the modern northern section was added. Most of the building is of new construction, except for the sanctuary/great hall, a ~2,500 sq. ft space containing the pews, and a rose window over the entry are the only remaining elements from 1891 church. The Gothic Revival style is present, but mixed with contemporary construction, including the addition of a wheelchair access from John Street, which was an alteration made since the designation in 1994, potentially contrary to the existing designation.

Current State and Character Defining Features

The building has not been used as a church, or for any other public use, for several years, thereby reducing its cultural and social importance. Several of the Character Defining Elements, are more recent than are typically considered a historic element, which is broadly considered to be over 100 years old. All but one of the windows are post-1950, as are some of the other elements such as the current steeple which were late additions to the building. There were minor alterations to the building when an accessibility ramp was added.

Some of the Character Defining Elements such as the steeply pitched gable roof and wood shingle cladding, are not unique to the building with examples on other buildings located in the Town of Shelburne.

Additionally, there have been attempts to reuse the building, first by the congregation for approximately 4 years, then by private owners for an additional 4 years. Given the lot’s small size and the constraints of the existing building, and efforts to date from landowners, finding a new owner to reuse the building is unlikely.

Future Use

De-registration of 36 John Street would enable the landowner to demolished the existing structure. A large portion of the 0.8 acre lot is planned to be added to Grahams Park.

The landowner has stated they intend to provide the granite foundation stone and potentially one of the stained-glass windows to be re-used as part of the upgrades to Graham’s Park, should the existing structure be demolished.

De-registration Refused

Should Council refuse the de-registration, as per the notation on the land title for 36 John Street (attached), the landowner may demolish the heritage building within one year of application to demolish, regardless of Council approval.

Recommendations

The Heritage Advisory Committee (HAC) met on February 6th, March 6th and April 1st to discuss the proposed de-registration of 36 John Street (PID 8259087) as a Municipality Registered Heritage Property. The Committee has the following comments:

- The Committee understands there have been attempts over several years to find a new use and/or adaptive reuse of the building;
- The Committee is concerned that continued registration would continue the slow degradation of the building to the point where the building would become a potential safety hazard and could be lost without preservation of certain elements;
- The Committee strongly recommends that the Town engage with the landowner regarding the preservation of certain elements including:
 - The rose window over the south-eastern entrance;
 - Other stained glass windows;
 - The granite foundation stones; and
 - A time capsule believed to be under the cornerstone/foundation stone.

Based on the above, the Committee regretfully supports the de-registration of 36 John Street.

Options

	Pros	Cons
Option 1 - Approve De-registration Process	<ul style="list-style-type: none"> • Expands Grahams Park 	<ul style="list-style-type: none"> • Removes a designated heritage building from protections against demolition
Option 2 – Decline the request	<ul style="list-style-type: none"> • Retains designated heritage building for one year, should the landowner decide to pursue demolition 	<ul style="list-style-type: none"> • Contrary to landowners request
Option 3 – Postpone Decision to May 20 Meeting	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • None

Implementation

Should Council wish to pursue de-registration, the final step is to provide a notice of de-registration to the Land Registry Office.

Recommendation

THAT Council approves the de-registration of 36 John Street (PID 8259087) as Municipal Heritage Property under the Heritage Property Act.

Appendices

1. Email from Landowner Chris & Kim Huskilson
2. Heritage Designation on Title for 36 John Street

Appendix 1 - Email from Landowner Chris & Kim Huskilson

Town Council

Shelburne, NS

Re: Request to de-register Heritage Property

We, Kimberley Huskilson and Christopher Huskilson have completed the purchase of 36 John Street. As the owners we are formally requesting the property be de-registered under the Heritage Property Act of Nova Scotia.

Once this process is complete, we wish to build on the success of Graham's Park by donating the land to the Town of Shelburne and adding a new area to be named "Barb's Place."

We look forward to working with the Town of Shelburne and the residents towards completion of this exciting new project.

Regards

Kim & Chris Huskilson

Appendix 2 - Heritage Designation on Title for 36 John Street

Province of Nova Scotia
County of Shelburne

516

1840

I hereby certify that the within instrument was recorded in the Registry of Deeds Office at Shelburne in the County of Shelburne, N. S., at 10:09 o'clock ¹⁴ M., on the 20 day of Oct A.D., 1994 in Book No. 213 at Pages 516 as Document Number 1840.

FORM B

[Signature]
Registrar of Deeds for the Registration District of Shelburne County

NOTICE OF REGISTRATION OF HERITAGE PROPERTY

TO: TRINITY UNITED CHURCH,
c/o Nelson Barbrick,
Secretary, Official Board,
P. O. Box 1007,
Shelburne, N. S. BOT 1W0

You are hereby notified that:

1. The land and building located at:

36 John Street, Lots 6, 7 & 8, Unlettered Block,
Shelburne, N. S. South Division, Property Code #505
BOT 1W0 (Trinity United Church)

has been registered in the Town Registry of Heritage Property by resolution adopted at a meeting of Council the fifth day of October, 1994.

2. The effect of registration in the Town Registry of Heritage Property is that no demolition or substantial alteration in the exterior appearance may be undertaken from the date of registration unless an application is granted with or without conditions. Where an application is not approved, the owner may make the alteration described in his application or carry out the proposed demolition at any time after one year but not more than two years from the date of the application.

DATED this 7th day of October, 1994.

[Signature]
Town Clerk

Appendix 3 – Additional History 36 John Street Trinity United Church

Special Thanks to the Cady Berardi for the information and images below

Historical Notes

Location

In July 1784, a plot of land on John Street between Hammond and Digby was granted for a Presbyterian place of worship. This land was at the southeast corner of a large block of “Public Ground” at the centre of the town plan set aside for religious worship, open-air market space and other community uses. This larger area of public ground ran to Victoria Street to the north and Mowatt Street to the west.

The Old Kirk

The first Church of Scotland built on the granted land was small and uninsulated, intended to be a temporary structure until funds could be raised to erect a more suitable meeting house. This church collapsed in a storm in the early 1790s.

The cornerstone for its replacement was laid on 25 June 1804. During the ceremony, Rev. Matthew Dripps gave a sermon metaphorizing God as the architect of the universe and Christ as the cornerstone of the Church. The building was dedicated just over a year later on 4 July 1805 as St. John’s Kirk. Standing on the crest of a hill, its tall, square tower is an immediately recognizable landmark in early paintings and photographs of Shelburne.

By the late 1800s, the congregation had outgrown this building, which came to be known as the “Old Kirk”. It served as the Presbyterian church hall until it was eventually sold and moved to a location on Black’s Brook in the north end of town to be used as a saw and carding mill.

The New Kirk

The cornerstone for the new Presbyterian church, which later became Trinity United, was laid on 24 September 1888. A poster advertising the event noted that attendees could see the “contents placed in the Corner Stone of the “Old Kirk” in 1804.” These contents, alongside new items added by the contemporary church leaders, were placed in a brass box and sealed into the cornerstone of the new building, symbolically connecting the older place of worship with the new.

The designer and builder of the church was Caleb E. Allen, a prolific local house carpenter whose work is found in over a dozen buildings still standing in Shelburne County. The building was designed in the Gothic Revival style with steep roofs, arched doorways and windows, and a pointed steeple with buttressed corners. The interior was finished largely in ash wood, including paneling on the lower part of the walls, the exposed vaulted ceiling, the choir gallery and the pulpit, the latter being gifted to the church by Allen. Groupings of three windows at the east and west sides of the main building represented the concept of the Holy Trinity.

The church was dedicated on 9 February 1891 as St. John's Kirk, but was colloquially called the "New Kirk".

Church Union

Following years of discussion, the Presbyterian and Methodist congregations of Shelburne held their first united service at St. Johns in April 1924, a year before the official formation of the United Church of Canada. The church kept its name until 1941, when it was rechristened Trinity United Church.

In 1955, the building was expanded to include a hall, attached to the north side of the building. Other renovations at this time included moving the existing entrance, adding a second one, installing a choir loft and new pews, and replacing the formerly clear glass windows with stained glass.

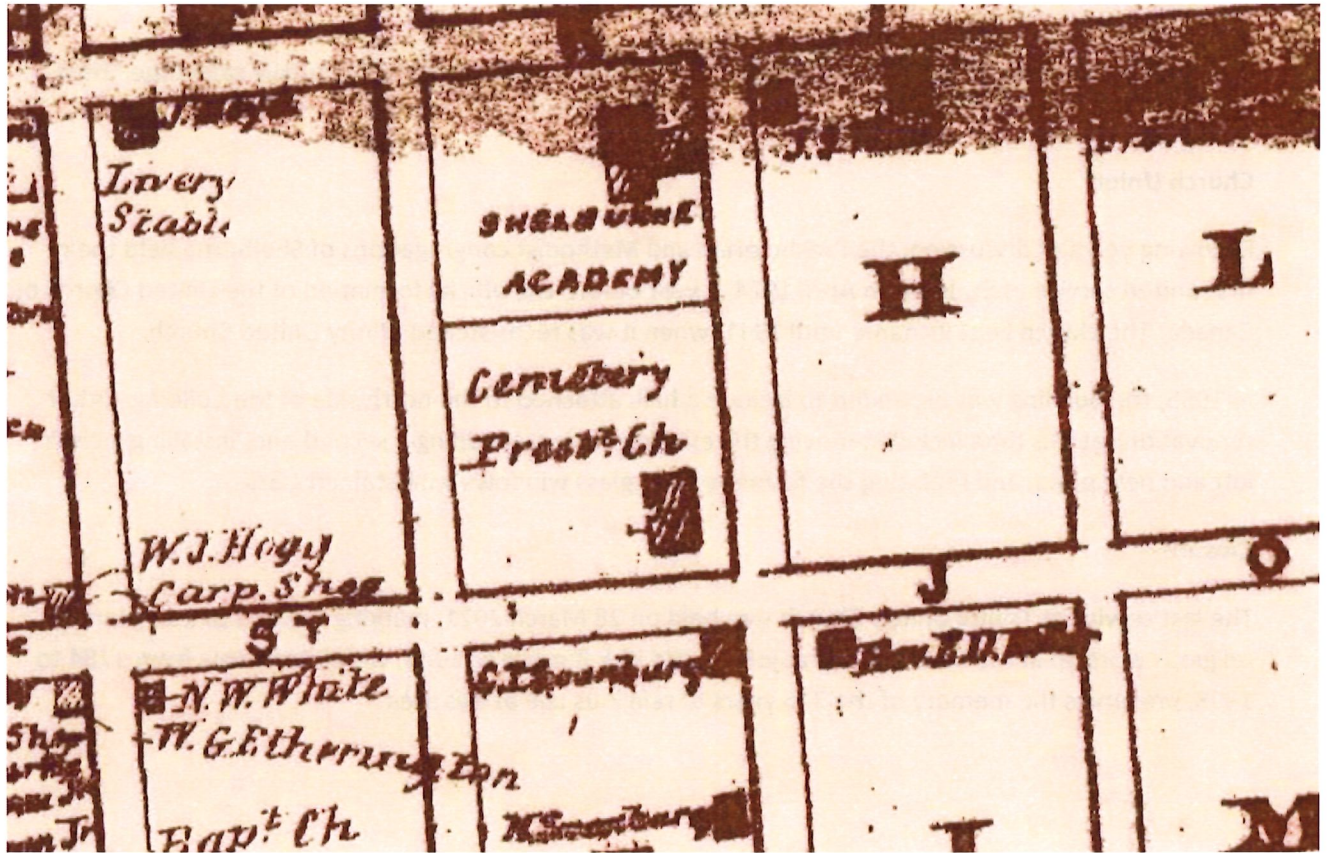
Closure

The last service at Trinity United Church was held on 28 March 2021, marking the end of 130 years of religious worship in the building. The adjoining Old Kirk Burying Ground, with interments from 1784 to 1908, preserves the memory of the 216 years of religious use of this area.

References

Jacklin, Darren and Debbie Wray Nickerson, *The Churches of Shelburne County*. Shelburne County Genealogical Society, 2006.

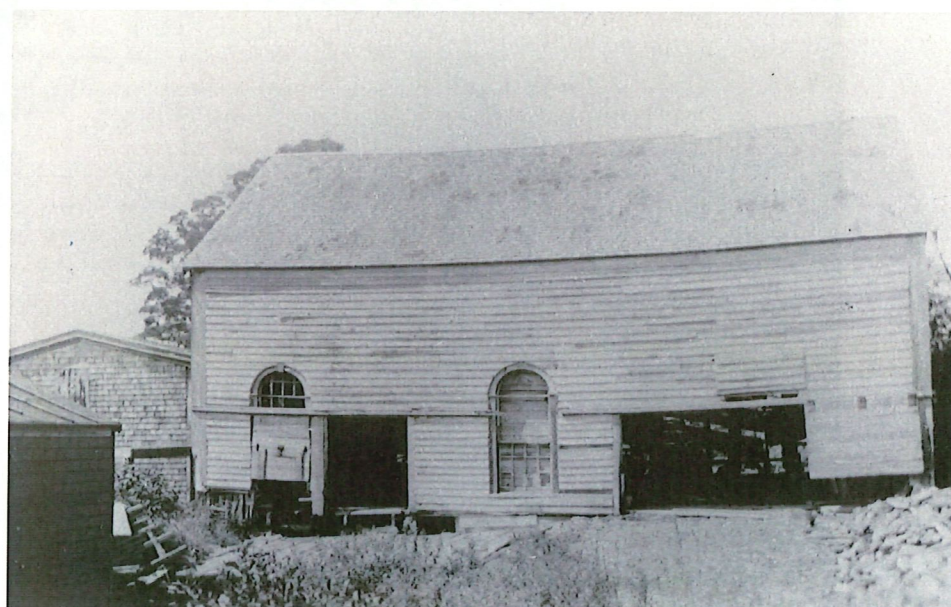
Robertson, Marion, *Trinity United Church, Shelburne, N.S.* Trinity United Church Publication Committee, 1983.



Detail, A.F. Church Map of Shelburne County, showing the location of St. John's Kirk and the original bounds of the Presbyterian land grant. c.1882.



The "Old Kirk" on John St. The central chimney was added in the 1840s. Shelburne County Museum collection, C-16a.



Appearance of the "Old Kirk" after being removed from the site and used as a mill building. A fire insurance map of 1924 indicates the move happened prior to this date. Shelburne County Museum collection, C-12b.

THE LAYING
 OF THE
CORNER STONE
 OF THE
New Presbyterian Church
 AT SHELBURNE.
 Will take place on
Tuesday, Sept. 24th inst.
 AT 3.30 P.M. 1882

The Ceremony will be under the Supervision of the
REV. D. MACINTOSH. The Freemasons from
 several of the County Lodges will be in attendance.

ADDRESSES
 Will be delivered, interspersed with Music by the Shelburne Cornet Band.

Those present will have an opportunity of seeing the
 contents placed in the Corner Stone of the
 "Old Kirk," in 1804.

After the Laying of the Corner Stone a Tea will be
 prepared, and Served in the New Church, to all who
 may wish to partake thereof. There will also be

A Sale of Fancy Articles.

THE SHELBURNE CORNET BAND
 Will also be in attendance during the Evening.

ADMISSION 5 CENTS: TEA 35 CENTS.

Proceeds in Aid of the New Presbyterian Church.

Printed at the Town Office, Yarmouth.

Flyer advertising the laying of the cornerstone of the "New Kirk". Shelburne County Museum collection (pending accession).



The Old and New St. Johns Kirks on John St. Shelburne County Museum collection, C-17a.



The north and east sides of the Old and New St. Johns Kirks. This image illustrates the landscape of steeples that once dotted the Shelburne skyline. Shelburne County Museum collection, C-43 (detail).



Trinity United Church youth choir, c. 1935. This closer view shows the original windows as well as the wall and window trim details. Shelburne County Museum collection, P-17.



COUNCIL REPORT - FOR DECISION

Subject: Local Leadership for Climate Adaptation (LLCA)

Date: May 5, 2025

Prepared by: Sarah Mattatall – Chief Administrative Officer

Document #	D25-105
Rec'd by	JLO
Date	May 2/25
COPIES TO:	
Council	✓
Agenda	✓
Committee	

Overview

The purpose of this report is to introduce Council to the Local Leadership for Climate Adaptation (LLCA) Climate-Ready Plans and Processes (CRPP) Project currently being considered through the Community Climate Capacity (CCC) Program cohort. This initiative offers an opportunity for the Town of Shelburne to strengthen its approach to climate adaptation through collaboration and funding support.

Background

Local Leadership for Climate Adaptation (LLCA) is a \$530M initiative delivered by the Green Municipal Fund (GMF). LLCA will support local governments across Canada to plan for and respond to the impacts of climate change. This includes a focus on preparing for slow-onset hazards (such as rising sea levels and melting permafrost) and sudden events (such as wildfires and flooding). Being prepared bolsters resilience against the diverse impacts of climate change. To help municipalities get prepared, Climate-Ready Plans and Processes (CRPP) specifically extends grant funding and capacity development to promote equitable climate adaptation and resilient infrastructure and systems.

Analysis

The proposed project is a collaborative effort between the Town of Shelburne, the Municipality of the District of Shelburne, and the Municipality of the District of Barrington. It aims to develop a county-wide climate adaptation plan that reflects shared regional climate challenges while respecting the specific needs and contexts of each municipality.

In November 2024, the Town of Shelburne submitted an application for CRPP funding to hire a dedicated staff person to conduct climate risk assessments over a two-year term. This individual will work alongside the Town’s existing climate lead from Clean Foundation and serve all three municipal partners by:

- Conducting individual climate risk assessments for each municipality
- Integrating findings into a unified regional adaptation strategy
- Delivering community resilience mapping
- Identifying climate hazards, exposure, and vulnerabilities

- Producing a comprehensive climate risk report

The initiative will complement existing work under the CRCC program by focusing on risks not covered under that stream—such as inland flooding, wildfires, and storm events—thereby ensuring a comprehensive and well-informed foundation for the Town’s new Climate Action and Adaptation Plan. The development of this updated plan is the primary objective for participation in the CCC cohort.

Financial

The CRPP fund offers up to \$70,000 for municipalities with populations under 100,000 and covers up to 60% of eligible costs. Additional funding incentives are available based on collaboration, equitable processes, and population size.

- **Total eligible project cost:** \$87,500
- **Total project cost (including ineligible expenses):** \$102,500
- **Town of Shelburne’s share:** \$17,500 over two years (\$8,750 per year)

If the application is successful, funding through the CCC Program will further offset the Town’s contribution by allocating:

- **75% of the cost in 2025–2026**
- **25% of the cost in 2026–2027**

Resulting in the following contributions from the Town:

- **2025–2026:** \$2,187.50
- **2026–2027:** \$6,562.50

Recommendation

THAT Council support the Local Leadership for Climate Adaptation (LLCA) Climate-Ready Plans and Processes Project and approve the Town’s contribution of \$2,187.50 for the 2025–2026 fiscal year and \$6,562.50 for the 2026–2027 fiscal year.

Appendices

1. **LLCA CRPP Applicant Guide**
2. **LLCA CRPP Application**
3. **LLCA CRPP Application Workbook**
4. **Clean Foundation Letter of Support**



GREEN FOND
MUNICIPAL MUNICIPAL
FUND VERT

Document #	D25-105
Rec'd by	
Date	
COPIES TO:	
Council	
Agenda	
Committee	

Local Leadership for Climate Adaptation Application Guide

Climate-Ready Plans and Processes

Updated: October 2024

A program of

FCM

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WELCOME AND INTRODUCTION

Local Leadership for Climate Adaptation (LLCA) is a \$530M initiative delivered by the Green Municipal Fund (GMF).

LLCA will support local governments across Canada to plan for and respond to the impacts of climate change. This includes a focus on preparing for slow-onset hazards (such as rising sea levels and melting permafrost) and sudden events (such as wildfires and flooding).

Being prepared bolsters resilience against the diverse impacts of climate change.

To help you get prepared, **Climate-Ready Plans and Processes (CRPP)** specifically extends grant funding and capacity development to promote *equitable* climate adaptation and resilient infrastructure and systems.

For more information on LLCA, please visit our [funding webpage](#).

GMF's Local Leadership for Climate Adaptation (LLCA) initiative is made possible with generous support from the Government of Canada. GMF is a key partner supporting the delivery of the Government of Canada Adaptation Action Plan (GOCAAP).

HOW TO USE THIS GUIDE

This guide will help you apply for funding under the Local Leadership for Climate Adaptation (LLCA) initiative's **Climate-Ready Plans and Processes** (CRPP).

It contains application instructions, information about how your proposed project will be evaluated and tips for completing a great application.

Follow the instructions below as you complete your application. Your answers should be clear and detailed enough that someone who has never heard of your (proposed) project would fully understand your application.

The appendices at the end of this document contain useful information:

- [APPENDIX A: FUNDING DETAILS](#)
- [APPENDIX B: REQUIRED SUPPORTING DOCUMENTS](#)
- [APPENDIX C: EVALUATION OF APPLICATIONS](#)
- [APPENDIX D: REPORTING REQUIREMENTS](#)
- [APPENDIX E: MUNICIPAL RESOLUTION TEMPLATE](#)
- [APPENDIX F: GLOSSARY OF KEY TERMS](#)

GMF is committed to supporting communities of all sizes become resilient to the impacts of climate change. We offer a funding concierge service to help you develop and submit your application. Contact us at gmfinfo@fcm.ca or call 1-877-417-0550.

GMF respects the principles of OCAP®. Any product, data or information that may include Indigenous knowledge may be submitted at the discretion of the applicant.¹

¹ The principles of ownership, control, access and possession—more commonly known as OCAP®—assert that Indigenous communities have control over data collection processes, and that they own and control how this information can be used.

APPLICATION PROCESS

Below is an overview of the application process to reach a funding decision.

Phase 1: Review the funding webpage

Please review our funding webpage before starting the application process. It has essential information about timing of funding application windows, project eligibility, and required project outcomes. You can also find information on the future funding rounds there.

Quebec Municipal Applicants

Quebec municipalities interested in applying should refer to Climate-Ready Plans and Processes funding webpage for more details or contact us at gmfinfo@fcm.ca, call 1-877-417-0550 or book a meeting with a GMF representative.

Phase 2: Contact a GMF representative

After reading the funding webpage, please contact a GMF representative to discuss the eligibility of your project. CRPP uses the FCM Funding Portal and a GMF representative can provide you access to the FCM Funding Portal.

Note: Access to the FCM Funding Portal is required to download and submit the application form. If you do not have access then you will need to request it. You must have access to the FCM Funding Portal at least 5 days before the application deadline.

To schedule an appointment, contact a GMF representative by phone, email or through the booking system:

1-877-417-0550

gmfinfo@fcm.ca

[Book a meeting with a GMF representative](#)

Phase 3: Prepare your application

After reading the application guide, access the FCM Funding Portal to download the application form (fillable PDF) and workplan and budget. Please contact a GMF representative if you experience issues with the FCM Funding Portal or have any questions.

To apply for funding, you must submit:

- A completed application form
- A completed project workbook
- A completed Climate-Ready Communities Assessment Tool
- All required supporting documents

Phase 4: Submit your application

Once you have completed and verified the information in your application form, assessment tool, workplan and budget and collected required supporting documents, submit them through [the FCM Funding Portal](#). GMF representatives can also provide technical assistance to submit your application if needed.

We recommend that you submit your application through [the FCM Funding Portal](#) as soon as it is complete. This is so GMF can review and flag any omissions for your attention before the application window has closed. ONLY applications that are complete when the application window closes will be considered for this round of funding. Applications will be evaluated and approved on a first come first serve basis. GMF will stop accepting applications once the funding envelope has been fully subscribed.

Note: Review this guide for a preview of the questions and required documentation. Use the guidance provided to ensure you answer every question fully and to the best of your ability. Consult [APPENDIX B: REQUIRED SUPPORTING DOCUMENTS](#) when it comes time to do your application.

It is **important** to note that even eligible projects are not guaranteed to be approved for funding.

Phase 5: GMF internal review

Once the application form is submitted, it will be assigned for internal review. GMF will assess your application for accuracy and completeness. We will work with you to resolve any remaining questions. Consult [APPENDIX D: EVALUATION OF APPLICATIONS](#) for more information.

Phase 6: Funding decision

GMF will use robust review processes to make funding decisions. Refer to our [funding webpage](#) for more information on when you can expect a funding decision.

PREPARING YOUR APPLICATION

All applicants must complete and submit an application form using the fillable PDF found on [the FCM Funding Portal](#).

Follow the instructions in this guide to help answer the questions in the application form. Please ensure that you save the application form on your computer regularly and one more time before submitting.

The information you provide in your application form will help GMF staff assess whether your project aligns with funding requirements, determine eligibility and make decisions on approvals.

Answer each question with enough detail so that someone who has never heard of your project would fully understand your application.

Part A: Applicant information

In this part, we will ask you to tell us who you are, where you are from and who your main partners are, if any.

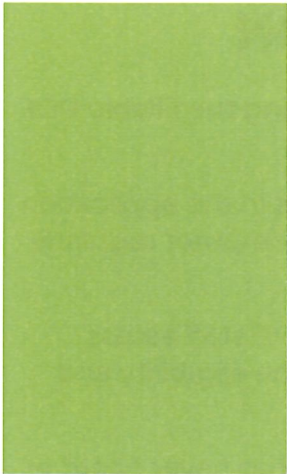
Participating organizations

Please provide details on participating organizations in the table below.

Use the guidance in the following table to help you complete this section.

IMPORTANT: If your organization is *not* a municipal government, your project must be delivered in partnership with one. You will be required to provide the name of the main project contact for your lead municipality on the project team. You will also be required to submit a municipal council resolution stating municipal partnership before funding approval.

Field	Required supporting information
Organization name	You must use the full legal name of the organization or full name of the municipality including the province or territory. Examples: "Battle River Watershed Alliance, AB" or "Rural Municipality of Aberdeen No. 373, SK"
Organization role [select value]	You will select from the following options in a drop-down menu: <input type="checkbox"/> Lead applicant and lead municipality: if the lead applicant is a municipality, this is the appropriate selection



- Lead applicant:** a partner organization that signs the agreement with FCM, oversees the project (even if a third party completes the work), incurs the costs of the project and submits the required reporting to FCM (please provide the contact information for the individual authorized to act on behalf of the lead applicant in the project contact section)
- Lead municipality:** the primary municipal partner to a non-municipal lead applicant (see lead applicant category above); usually the municipality where the project is taking place or that will benefit from the project
- Partner:** if the organization is not the lead applicant or the lead municipality, this is the appropriate selection (e.g., projects with multiple municipal partners, any non-municipal funders, consultants, etc.)

Please enter every participating organization in a separate row of the table.

The following two questions apply to the lead applicant

Question: Which of the following community types describes the lead applicant?
[select all that apply]:

- Indigenous community
- Northern community
- Remote community
- Rural community
- None of the above

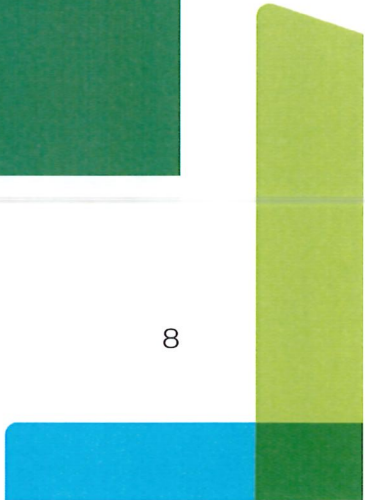
Question: How many people are employed at the lead applicant? [select one]

- Less than 5
- 6-10
- 11-20
- 21-50
- 51-100
- 101-500
- 500 or more

The following question apply to the lead municipality

Question: What is the population of the lead municipality? [select one]

- ≤10,000
- 10,001–50,000
- 50,001–100,000
- 100,001–500,000
- >500,000



Municipalities with populations fewer than 10,000 as well as Indigenous, northern, rural and remote communities are eligible to receive a higher cost share. Find out more in [APPENDIX A: FUNDING DETAILS](#).

Project contacts

In this section, we're asking you to provide at least one project contact in the table below. Be sure to include their primary role in the project and their affiliated organization. Use the guidance in the table below to help you complete this section.

Note: If your organization is not a municipal government, the project must be undertaken in partnership with a municipal government (lead municipality). If that is the case, please provide the contact information of the municipality you are collaborating with.

Field	Required supporting information
Organization name	You will only be permitted to select the names of the organizations you listed as participating organization in the previous question.
Contact name [open text]	Please enter the first and last name.
Job title [open text]	Please enter the job title of the contact.
Contact role [select value]	<p>You will select from several options in a drop-down menu. One of the contacts you provide MUST be the Application Contact. Select the role from the following list (only one role can be selected per person):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Application Contact (required). This is the primary contact for the application and the person who will be permitted to submit the application <input type="checkbox"/> Secondary Contact (recommended): the secondary point of contact supporting the submission of the application <input type="checkbox"/> Municipal Contact (required if not the lead applicant): contacts representing the municipality if not already identified as an application contact or secondary contact <input type="checkbox"/> Consultant (optional): the primary contact representing the consulting team, if applicable <p>Read-Only (optional): a contact that is permitted to view the application; they will not be permitted to make any changes to the application directly</p>
Address	Full address
Phone number	With area code
Email	Contact email

Part B: Climate-Ready Communities Assessment Tool

The Climate-Ready communities Assessment tool (also known as, "the CRC Assessment Tool" or "the Assessment Tool") is designed to help municipalities build awareness of the key elements of climate adaptation in local governments, develop a snapshot of their current adaptation efforts, and identify actionable steps for building climate resilience. Please consult the Climate-Ready Community Assessment Tool user guide for more guidance.

The Assessment Tool is structured around three (3) pillars:

- People, Partnerships and Governance
- Risk and Adaptation Planning
- Integration and Implementation

Each pillar represents a fundamental aspect of climate adaptation, addressing organizational capacity, strategic planning, and the execution of adaptation measures, with specific milestones outlining key components within each area. While the pillars are presented as distinct sections within the tool, they are deeply interconnected, meaning that progress in one often reinforces and advances efforts in others.

Within each pillar tab, there are two (2) essential sections: the **self-assessment**, which helps you evaluate your current position, and the **roadmap**, which guides you in crafting a tailored plan for building climate resilience.

Based on your current position, the Assessment Tool will suggest activities that the municipality can undertake to achieve milestones in equity-informed adaptation planning. These suggestions are not exhaustive and can be modified to better meet the specific needs of the municipality. We encourage lead applicants to apply for funding to help your community advance their adaptation journey using these suggestions as a guide.

Completing a community-wide climate risk assessment is a crucial first step in climate adaptation planning. It plays a key role in identifying and prioritizing climate adaptation needs by providing a thorough understanding of potential future risks. Without this assessment, communities may lack the necessary insights to effectively address and prepare for climate impacts. A comprehensive community-wide climate risk assessment for all core services, covering multiple climate hazards ensures that municipalities can make informed decisions and qualify for funding for further adaptation activities.

IMPORTANT: The assessment tool is mandatory and must be completed and submitted with the application. Use this link to access the CRC Assessment Tool.

Note: Progression in adaption planning takes time and ongoing effort. Your journey through the roadmap should reflect what you can realistically achieve by the end of the project. In some cases, adaptation planning activities that are most important to you, may not result in a significant progression on the roadmap. That is okay — any amount of progress is important.

Community-wide climate risk assessment

Once you have done your self-assessment, you will be able to plan your project's activities. However, before you do, we would like to know if the lead municipality has an existing community-scale climate risk assessment.

If you do not have a community-wide climate risk assessment, then we recommend that you include completing one as an activity of your project.

Question: Has the lead municipality completed a community-wide climate risk assessment with the following characteristics:

- Assesses all core service areas:** It must be conducted at the scale of the community and ideally cover multiple systems, recognizing that assessing individual assets or services in isolation may not provide a comprehensive understanding of climate risks.
- Assesses multiple climate hazards:** The assessment must encompass an analysis of multiple climate hazards relevant to the community, including but not limited to extreme weather events (such as wind and storms), floods, sea level rise, heatwaves, drought and changes in precipitation patterns.
 - Yes
 - No

If no, we encourage the applicant to complete a community-wide climate risk assessment within the activities of your proposed project.

Part C: Collaboration

Collaboration details

Proposed projects that feature collaboration could be eligible for a 5% cost share top-up on the grant amount.

Lead applicants must describe the collaborative aspects of their proposed project, focusing on the nature and expectations of the collaboration. Be sure to identify how that collaboration will benefit all involved communities. For example, identify specific, tangible benefits that are directly linked to the collaborative approach.

Question: Do you plan on collaborating with other communities/municipalities or organizations on this project? [select one]

- Yes
- No

Collaborating communities or organizations

Please identify each of the collaborating communities/municipalities or organizations using the table below, including the name and province/territory of the municipalities. Please include only one municipality per line.

[fillable table]

Please describe below the nature and expectations of your collaborative project and identify specific, tangible benefits that are directly linked to the collaborative approach

[multi-line text box, 300-word limit]

Part D: Project information

In this part, we're asking you to:

- Provide your project title and a description of your project

Project overview

In this section, please provide the title of your project and indicate the type of project you are applying for. This information will be used to publicly identify the project. Use the guidance in the following table to help you complete this section. The title should be short enough to fit on one line of the application form.

Field	Question
Project title [single line open text]	<p>Please indicate your project's working title. This title will be used publicly to identify the project.</p> <p>The title should include:</p> <ul style="list-style-type: none">• the name of the municipality or, in the case of multiple municipalities, the region• a description of what the project is with at least one keyword based on the project <p><i>Example: Implementing heatwave mitigation strategies in Smiths Falls, Ontario</i></p>

Project description

[multi-line text box,
500-word limit]

Provide a detailed description of the activities you will complete within your project.

Briefly describe the community or region in which your project will take place.

Describe the scope of your project, including the key activities and deliverables that it will include.

Describe your project's objectives.

Note: Please ensure that the working title provided for your project matches that in the workplan and budget

Activities and deliverables

In this section, you'll be required to describe the activities and deliverables you'll be completing in your proposed project.

You can propose up to five activities. Note that each activity, and the entire proposed project, **must be completed within 24 months**.

Question: Please describe the 1 to 5 activities that compose your proposed project. Complete one row for each activity.

[fillable table]

Eligible activities

An "activity" is defined as an action or series of tasks performed by the lead applicant to support the desired outcomes of the project.

Each activity must have one or more defined objectives and deliverables.

Activity Types	Examples
People, partnerships and governance	Climate adaptation strategy/policy
	Long-term climate adaptation financial strategy/integration with existing financial strategy
	Equitable engagement strategy (awareness, education and training on adaptation)
	Collaboration strategy
Risk and adaptation planning	Vulnerability assessment
	Hazard mapping
	Climate risk assessment
	Climate adaptation plan(s)
Implementation and integration	Systems implementation plan (implementation or integration of adaptation actions into municipal plans and systems)
	Climate resilient design standards
	Monitoring and evaluation framework

Ineligible activities

- Any activity and/or effort conducted in the normal course of business not related to the integration of equitable and inclusive climate resilience into municipal plans, processes and management systems (e.g., regular operation, normal repairs and/or maintenance expenses, etc.)
- Emergency response and disaster recovery costs and activities
- Development of a software program
- Planning costs or planning activities that are not directly related to the project
- Any activity not directly connected to activities approved in the application

Deliverables

Your project must result in one or more deliverable. A **deliverable** is a specific, tangible product that is the results of an activity. Here are some examples of deliverables per activity type.

Outcomes

Outcomes refer to specific, results, changes impacts that are expected to occur as a result of your project. We want to know how your proposed project will impact your community. When designing a project, it's important to know what your project outcomes are so you have a way of measuring your success and understand what your overall goal is.

Project outcomes can include things like:

- increased institutional capacity...
- increased preparedness...
- improved processes...
- reduced risk...
- strengthened awareness...

Question: Describe what you'd likely achieve through your proposed activities and how this will increase your community's climate resilience.

In addition to the deliverables, you can also describe the long-term impact the activities will ultimately have on your community.

[open text]

Capacity to deliver

In this section, please answer the following questions describing your project team (internal and external). In the table, please identify members of your project team (including your project partners, if applicable) and their roles in the project.

The table should include at least one member of the lead applicant's project management team, as well as anyone responsible for training and capacity-building to ensure the successful completion of your project. If your project is sponsored or championed by a municipal elected official, include them as well.

If you have not yet hired a key team member, please identify them in the table anyway (e.g., “consultant TBD”) and detail their *anticipated* roles and responsibilities along with their *required* level of experience and expertise (e.g., as defined in your request for proposal).

IMPORTANT: Applications will be assessed based on the project team and its ability to lead the project to completion and deliver the expected benefits. The assessment will also consider whether there is strong municipal staff participation and capacity building throughout the project that will enable municipal staff and, where applicable, rights holders and stakeholders, to build and retain the skills and knowledge needed to undertake and replicate the project.

Internal project Team (internal: on payroll for the lead applicant)

Question: Lead applicant: please describe the structure and composition of your internal project team using the table below. Describe their roles and responsibilities.

[fillable table]

Note: Keep in mind that staff remuneration is an eligible cost for this funding offer and can be leveraged to support this project. (refer to APPENDIX A: FUNDING DETAILS – Eligible and ineligible costs).

External project team (includes consultants)

Question: Do you plan on working with consultants or other external resources on this project? [select one]

- Yes
- No

If you answered yes, please identify those external resources, or service providers and describe their role, if known in the table below. This includes contracted project managers, subject matter experts and other service providers.

[fillable table]

Projects challenges and mitigations strategies

In this section, we'd like to understand the biggest risks and challenges you face in implementing your project and how you will manage or mitigate them.

When you fill out the table below, please identify relevant implementation risks and challenges along with the measures or strategies you will use to address them.

Question: Identify potential risks and challenges in executing this project. Provide your proposed mitigation strategy for each risk or challenge. Please also provide high-level information on how you will manage or mitigate them.

[fillable table]

Part E: Engagement strategy

In this section, we are asking you to describe the engagement plan for your project. If an engagement strategy has already been created for the project, please include it as an attachment in the Supporting document(s) section.

When you fill out the table below, please describe the extent to which you have identified and engaged and/or plan to engage relevant rights holders, equity-deserving groups and stakeholders for successful project planning, design and execution and operations. For example, these might include woman, Newcomers to Canada, people with low income, Indigenous groups from the traditional territories the municipality is situated upon, regulators, agencies, citizens' groups, and not-for-profit organizations.

For each group identified, select the level of engagement among these five categories from IAP2's Spectrum of Public Participation:

- Inform:** The group will be/has been provided with balanced and objective information to assist them in understanding the problem, alternatives and/or solutions.
- Consult:** The group will provide/has provided feedback on analysis, alternatives and/or decisions.
- Involve:** You will work/have worked directly with the group throughout the process to ensure that their concerns and aspirations are consistently understood and considered.
- Collaborate:** You will partner/have partnered with the group in each aspect of the decision, including the development of alternatives and the identification of the preferred solution.
- Empower:** This group will have/has had final decision-making power.

Examples of inclusive engagement practices include, but are not limited to, the following:

- Identifying and addressing potential barriers to participation by equity-deserving groups (personal resources, motivation and attitude, cultural factors, etc.)
- Making changes to the project based on feedback received from community engagement activities
- Using multiple methods of communication to help reach diverse groups in the community
- Reviewing communication materials for improved accessibility (e.g., written clearly in a style like plain language; translated into the languages spoken in the community; formatted with high-contrast colours, accessible fonts, alt text for visuals, etc.)

IMPORTANT: Where appropriate, GMF strongly emphasizes actively building broad public support with the community, as well as inclusive, accessible, and authentic engagement and representation of equity-deserving groups. We encourage

municipalities to engage proactively with Indigenous communities to address shared concerns and ensure that Indigenous rights are respected in municipal actions and decisions.

Inclusive engagement practices

Proposed projects that meaningfully address **Reconciliation and/or anti-racism, equity, and inclusion**, could be eligible for a **15%** cost share top-up on the grant amount.

Lead applicants must demonstrate how their proposed project will benefit equity-deserving groups identified in their community.

Question: Will your project include inclusive engagement with equity-deserving community members? [select one]

- Yes
- No

If yes, please describe your engagement strategy. [fillable table]

In this next question about your inclusive engagement strategy, we're asking you to describe any inclusive engagement practices that were/will be implemented for your project, or how you plan on developing these practices with stakeholders/rights holders.

Question: Please describe any inclusive engagement practices you have in place already. If you do not have any in place yet, please describe how you plan to develop inclusive engagement practices in your proposed project. [open text]

Stakeholder engagement

Question: Will your project include engagement with other stakeholder groups (ie. Local industry associations, local businesses, property owners, tenants and residents, community organizations)? [select one]

- Yes
- No

If yes, please describe your engagement strategy. [fillable table]

Part F: Declaration and signature

In the declaration and signature section, simply type the name of the person with signing authority from the lead applicant organization (i.e., the person who will sign the grant agreement if the project is successful).

Reminder: Only a lead applicant with the “application contact” role can submit the full application form. This person must ensure they have permission to submit the application on behalf of their organization. Consultants working with a lead applicant to prepare this application cannot sign this declaration or submit this form.

Follow the instructions in the next part of this guide to submit your application and required documents.

Project Workbook

Your project workbook is a critical supporting document for your funding application. It will be used for approved projects to create the funding agreement and for project monitoring. *Please be sure to carefully read and follow the instructions provided in the project workplan and budget.*

GMF will assess applications on the merits of their project budget and workplan. Budgets should be realistic and reflect the proposed workplan. Workplans should have concrete tasks tied to established project activities. The project workbook includes the following tabs:

Instructions: This tab explains how to complete the project workplan and budget. Read the tab carefully and make note of the important tips to consider when filling out the remaining tabs.

Eligible and ineligible costs: This tab provides a breakdown of cost categories, describing elements that are considered ineligible and eligible costs. Review it carefully as it will inform the tasks you enter into Tab 3.

You can also review the full list of eligible costs in [Appendix A: Funding Details](#).

Workplan and budget: This tab is where you will enter your project costs based on activities and tasks. Please follow the detailed instructions provided in the project workplan and budget.

For guidance on GMF reporting requirements to better inform your budget, please review [Appendix D: Reporting Requirements](#).

Sources of funding: This tab is where you will enter all funding sources for this project. Follow the detailed instructions provided in the project workbook. If possible, please include [confirmation letters](#) for all confirmed funding sources. It is not a requirement to have all funding sources confirmed prior to submitting your application, but all sources of funding must be confirmed before the disbursement if your application is approved for funding.

SUBMITTING YOUR APPLICATION

Before submitting your application, please check the list of required supporting documents for your project type in APPENDIX B: REQUIRED SUPPORTING DOCUMENTS.

Once you have verified the information in your full application form, in your project workplan and budget and in the required supporting documents, you can submit everything to GMF through the [FCM funding portal](#).

Ensuring that your submission is complete with all supporting documents will shorten processing time.

Here are some tips for completing the submission process:

1. Make sure you have answered all the required questions in the application form and filled the workplan and budget.
2. Sign the form and save the final copy to your computer.

Note: Please refer to our [attachment guidelines](#) to find out which file formats are accepted, what the limits are on file size, and what to do if your files are too large.

3. Submit your required supporting documents, your project workplan and budget (as an Excel file) and completed application form (as a PDF file) **by uploading them in the “Supporting attachments” section in the [FCM Funding Portal](#).**
4. After submission, a GMF project officer will review your application for accuracy and completeness. They will work with you to resolve any remaining questions.

Need help, or have suggestions to improve this guide?

Remember, don't hesitate to contact a GMF representative if you have any questions before submitting, if you are having trouble completing the application or uploading files, or if you have any questions or suggestions for us, we want to hear from you:

[1-877-417-0550](tel:1-877-417-0550)

gminfo@fcm.ca

[Book a meeting with a GMF representative](#)

APPENDIX A: FUNDING DETAILS

We support projects through grants.

The table below presents our funding overview. Funding amounts are based on total eligible costs.

Funding details

Your project and community will determine the funding amount as described below.

The base grant cost share for this project **is 60%**. Your project could qualify for up to 100% of total eligible costs.

GMF's cost share may be increased by addressing the following strategic priorities (each priority is a stackable incentive; an applicant that meets all four priorities will receive up to a 100% cost share on eligible costs*):

- Based on type/size of applicants:
 - +20% - Indigenous communities; Northern and remote communities; municipalities with populations below a defined small population threshold (<10,000); *OR*
 - +10% - Municipalities with populations between 10,001 and 50,000; *OR*
 - +5% - Municipalities with populations between 50,001 and 100,000;
- +15% - Meaningfully address Reconciliation and/or anti-racism, equity and inclusion;
- +5% - Involve collaboration between two or more municipal governments; local governments or organizations applying in partnership with an Indigenous community.

The table below shows how population determines the maximum funding award your organization may be eligible for under Climate-Ready Plans and Processes (CRPP):

Population size	Max grant amount
<50,000	\$70,000
50,000 – 500,000	\$105,000
>500,000	\$140,000

***Note:** Whether an applicant receives the increased cost shares for projects that meaningfully address anti-racism, equity and/or reconciliation will depend on thorough review of your application in these categories.

Eligible and ineligible costs

Eligible costs are direct costs that are approved for funding, properly and reasonably incurred, and paid by the applicant to carry out eligible activities. Eligible costs can only be incurred from the date of application submission until the final report is submitted.

This table outlines the costs that may be partially reimbursed by LLCA for CRPP projects.

LLCA-CRPP eligible and ineligible costs		
Cost Category	Eligible Costs	Ineligible Costs
Section A: Costs incurred prior to date application is received by FCM		
Pre-application	<ul style="list-style-type: none"> Costs to write the CRPP application up to \$5,000 incurred up to 90 days prior to application receipt date. 	<ul style="list-style-type: none"> All other costs incurred before the date FCM receives your application, including any stakeholder engagement or research that took place to complete the full application or project workbook.
Section B: Costs incurred after date application is received by FCM		
Administrative	<p>Administrative costs that are directly linked to and have been incurred for the project, such as:</p> <ul style="list-style-type: none"> communication costs (e.g., long-distance calls) permits or certifications required for the project printing or photocopying by outside suppliers Outsourced printing / photocopying acquisition of documents used exclusively for the project document translation 	<ul style="list-style-type: none"> General overhead costs, including operating costs related to the general maintenance, repair and overhead costs associated with the project. Administrative costs not specifically listed as eligible costs. Office space, supplies and general overhead costs incurred in the ordinary course of business.
Advertising	<p>Advertising costs essential to communicating the project to the public, as well as project evaluation, such as:</p> <ul style="list-style-type: none"> Fees for advertising development Fees for media distribution Website development public surveys <p>Design and production of communication products that meaningfully engage with rights holders and/or equity-deserving groups:</p>	<ul style="list-style-type: none"> Advertising costs for general education or publicity associated with ongoing or other business activity and not a specific requirement of the project Promotional items
Capital expenditures	<ul style="list-style-type: none"> Climate adaptation-related software 	<p>Purchase of equipment, or assets that could be rented or leased to achieve the outcomes of the activity, or that are above and beyond what is required for the scale and duration of the project.</p>

	Note: FCM's contribution to this expense may not exceed 50% of FCM's total contribution to the project.	<ul style="list-style-type: none"> Any other capital expenditures or amortization expenses Purchase or lease of real property Software development
Equipment rental	<ul style="list-style-type: none"> Rental of tools and equipment related to the project 	<ul style="list-style-type: none"> Rental of tools or equipment related to ongoing or other business activities
Meetings and public gatherings	<p>Costs related to meetings and public gatherings held to communicate the project to the public and collect feedback, such as:</p> <ul style="list-style-type: none"> facility rental audiovisual equipment rental services to support people with specific needs, where such services contribute to the equity and inclusion objectives of the project (e.g., simultaneous interpretation, shuttle service, babysitting service, etc.) the provision of food and drinks, when it is part of a specific cultural protocol honoraria for cultural leaders, Elders, Indigenous knowledge keepers, and/or cultural keepers. (Note: these honoraria should reflect the role of Indigenous Peoples as subject matter experts) costs related to local cultural protocols (e.g., gifts, cultural ceremonies) 	<p>Any hospitality expenses, such as: Any hospitality expenses (e.g., food and drinks unless needed for cultural protocol, alcohol, music, decorations etc.)</p>
Services	<ul style="list-style-type: none"> Fees for professional or technical consultants and contractors, incurred in support of eligible activities 	<ul style="list-style-type: none"> Costs for engineered studies, audit studies or studies for which grants or contributions are provided by or committed to be provided by any program of the Government of Canada Expenditures associated with regular business activities not related to the project Legal fees
Staff Remuneration	<p>Daily rates actually paid by the eligible recipient to its employees (including permanent and contract employees) in Canada for time actually worked on the implementation of the project (including staff time to participate in FCM-led capacity building activities related to the eligible project). The</p>	<p>Regular salaries and/or benefits of applicant staff or partners including</p> <ul style="list-style-type: none"> overtime pay bonuses or performance pay fringe benefits, such as sick days, maternity leave, parental leave, pension plan and any other fringe benefits not listed as eligible

	<p>daily rate per employee shall include the following costs:</p> <ul style="list-style-type: none"> • direct salaries: actual and justifiable sums paid by the eligible recipient to employees in accordance with the eligible recipient's pay scales as regular salary excluding overtime pay and bonuses • fringe benefit, in accordance with the eligible recipient's policies, as follows: <ul style="list-style-type: none"> ○ time-off benefits (prorated to the annual percentage of time actually worked on the implementation of the project); allowable number of days to be paid by the eligible recipient for the payable absences of statutory holidays and annual vacation ○ paid benefits: actual sums paid by the eligible recipient for paid benefits (prorated to the annual percentage of time actually worked on the implementation of the project); this includes the eligible recipient's contribution to employment insurance and workers' compensation plans (where applicable), health and medical insurance, group life insurance, or other mandatory government benefits <p>Note: Labour costs must be documented in a manner that meets audit standards for verification of eligibility of cost and level of effort.</p>	<ul style="list-style-type: none"> • costs related to ongoing or other regular business activities and not specifically required for the project • staff wages while receiving training or attending learning events • professional membership fees or dues • staff remuneration for which a grant or contribution is provided by or committed to be provided by FCM
Supplies and materials Remuneration	<ul style="list-style-type: none"> • Supplies and materials that are specifically needed to undertake the project 	<ul style="list-style-type: none"> • Costs related to ongoing or other business activities that are not specifically required for the project
Transportation, shipping and courier charges	<ul style="list-style-type: none"> • Transportation costs for delivery of materials and services essential for the Project 	<ul style="list-style-type: none"> • Any transportation expense related to ongoing or other business activities
Travel and accommodation	<ul style="list-style-type: none"> • Travel and associated expenses for your staff and consultants to the extent that the travel and accommodation rates comply with Treasury Board of Canada guidelines and to the extent that such travel is necessary to complete the project, including 	<ul style="list-style-type: none"> • Travel and associated expenses of a partner in the Project • Travel, accommodation and fees to attend conferences, missions, trade shows etc.

	travel and accommodation costs to attend LLCA capacity-building activities organized by or on behalf of FCM	
Taxes	<ul style="list-style-type: none"> The portion of taxes for which your organization is not otherwise eligible for rebate 	<ul style="list-style-type: none"> The portion of provincial, territorial or federal taxes for which your organization is eligible for rebate
In-kind	<ul style="list-style-type: none"> N/A <p>Note: Lead applicants can include costs for staff time for time actually worked on the implementation of the project and list this as "staff remuneration." See Staff Remuneration category above.</p>	<ul style="list-style-type: none"> Any goods and services that are received through donation or in-kind contribution.

APPENDIX B: REQUIRED SUPPORTING DOCUMENTS

Throughout the application process, we'll be asking you to include supporting documents with important information about your organization and the details of the proposed project. Required documents will differ depending on the type of project and whether your organization is a municipal government or a partner of a municipal government.

The table below lists the documents required to apply to GMF.

Additional supporting documentation may be requested. You are also welcome to provide further evidence as it becomes available.

Field	Required supporting documents
All applications	<ul style="list-style-type: none"> Completed application form Project workbook
Local governments	<ul style="list-style-type: none"> Resolution from council, band council, or board of directors
Non-municipal applicants	<ul style="list-style-type: none"> Municipal council resolution stating municipality's involvement in the project (must be received before funding approval if not submitted with project application) Confirmation of organizational support from CEO or CFO Documents confirming sources of funding for total project costs, if available at this stage (must be received before funding agreement signature if not submitted with application), Articles of incorporation including all supporting documentation If requested by GMF - Last 3 consecutive audited financial statements. If you don't have audited financial statements, please provide any of the following documents: review engagements, annual reports to CRA or published financial reports.

APPENDIX C: EVALUATION OF APPLICATIONS

Your application will undergo an initial screening for adherence to the basic eligibility criteria.

The following are the criteria that your project will be evaluated against, including the definitions of criteria and definitions for receiving the highest possible rating.

Criteria	Criteria definition	Highest rating definition
Project scope	Applications will be reviewed to ensure that project scope aligns with eligibility requirements.	The proposed project is suitably matched with a climate risk assessment priority, or an action aligned with the eligible activities of Climate-Ready Plans and Processes, and the project budget meets the funding criteria.
Climate-Ready Communities Assessment Tool	Applications will be reviewed to determine whether the applicant has properly evaluated its readiness for climate adaptation.	The applicant has provided accurate data pertaining to its readiness for climate adaptation and the activities proposed in the project are suitable for the level of readiness and should lead to progress.
Reconciliation and equity-deserving and marginalized groups benefits assessment	Applications will be reviewed to determine whether the applicant has a reasonable engagement plan to identify possible benefits to equity-deserving groups and to determine how their needs will be considered in the project implementation.	The proposed project will meaningfully address Reconciliation and/or anti-racism, equity and inclusion and will assess the benefits/and or impacts on equity-deserving and marginalized communities and has provided a detailed explanation on how impacts for equity-deserving or marginalized communities will be factored into the project.
Project team and partners	Applications will be assessed based on the project team and its ability to properly lead a project to completion	The project team has the appropriate capability and expertise to successfully carry

Criteria	Criteria definition	Highest rating definition
	<p>and deliver the expected benefits. The assessment will also consider whether there is strong municipal staff participation and capacity building throughout the project that will enable municipal staff and, where applicable, rights holders and stakeholders, to build and retain the skills and knowledge needed to undertake and replicate the project. The project team includes the lead applicant management team as well as contractors, consultants and, where applicable, collaborators (e.g., universities, private industry, colleges or NGOs).</p>	<p>out the project, with experience managing complex projects AND there is strong municipal staff participation and capacity building throughout the project.</p>
<p>Workplan</p>	<p>Applications will be assessed on the merits of the project workplan in relation to achieving successful and meaningful outcomes. Proposals should have specific and measurable workplans with consideration for timelines, permitting processes, regulatory approvals, data collection, project monitoring and performance-verification approaches, etc. Workplans should have realistic timelines and concrete deliverables.</p>	<p>The workplan identifies all project deliverables according to an established timeline and all activities are explained in appropriate detail.</p>
<p>Budget</p>	<p>Applications will be assessed on the merits of the project budget, in relation to achieving successful and meaningful outcomes. Budgets should be realistic and reflective of the proposed workplan.</p>	<p>The budget is presented according to the workplan with a clear breakdown of amounts. The budget represents good value and additional costs are justified.</p>

APPENDIX D: REPORTING REQUIREMENTS

If you are approved for funding, you will be required to submit project reports to GMF. The project status report is to confirm that your project is progressing as planned or to inform GMF of any unforeseen changes. Applicants will also be required to complete a final report at the conclusion of the project. The purpose of the report is to measure the impact of your project and to share your community's experience in undertaking the project with other communities seeking to address similar climate adaptation challenges and risks.

The project reports include a series of questions relating to project outcomes, the key stakeholders involved in the project, your findings and recommendations, the next steps in the project, and lessons learned from the project. Project reports typically range from five to seven pages but may be longer depending on the complexity of your project.

Before submitting your application, it is important to consider all required reporting documents for project completion and disbursement. Please ensure that your project workplan and budget includes sufficient budgetary accommodations for all final reporting needs. This includes, but is not limited to, sufficient staff time and consulting services.

If projects deviate from the approved scope of work, GMF reserves the right to reduce, amend or eliminate funding amounts.

The following reporting documents will be required:

Required reporting documents
<ul style="list-style-type: none">• Completion report• Project deliverables• Updated project workbook that includes:<ul style="list-style-type: none">○ An expense claim○ All confirmed sources of funding <i>Note: At disbursement, updated letters confirming sources of funding are required</i>• Request for disbursement

APPENDIX E: MUNICIPAL RESOLUTION TEMPLATE

Sample – Resolution

Instructions

To be eligible for GMF's program funding, lead applicant must provide a resolution drafted and adopted by the lead municipality's municipal council.

Projects will not be approved for funding until a council resolution is received.

Please provide proof that the resolution was adopted by submitting one of the following:

- a formal copy of the resolution (on municipal letterhead with a seal or signature and date)
- a signed and dated copy of the minutes at which the motion was adopted by council (including the text of the resolution)
- a signed and dated copy of the text of the resolution, with confirmation from the applicant that the text is identical to that adopted by council

Council resolution requirements

If you choose to draft your own resolution it must acknowledge that the partner organization is submitting the application in partnership with the municipality (if applicable).

Sample council resolution text

Whereas <name of municipality> has the following interest: ...

(list the main reasons for the municipal interest in the project)

Whereas, <name of lead applicant> is undertaking <project title>

Be it resolved that <Council> acknowledges that <name of partner organization> is applying for a funding opportunity from the Federation of Canadian Municipalities' Local Leadership for Climate Adaptation initiative for <project title>, in partnership with <name of municipality>.

Or

Be it resolved that <Council / band Council / Board> directs staff to apply for a funding opportunity from the Federation of Canadian Municipalities' Local Leadership for Climate Adaptation initiative for <project title>.

APPENDIX F: GLOSSARY OF KEY TERMS

100-year floodplain: An area of land that is susceptible to flooding from a river or stream with a one percent chance of experiencing a flood of a certain magnitude in any given year. This designation is based on statistical analysis of historical flood data and is used by planners, engineers and policymakers to assess flood risk and to guide land use decisions and floodplain management strategies. A 100-year floodplain map may be regulatory or hydrologic.

Climate adaptation plan: A strategic document that helps municipalities prepare for and respond to the impacts of climate change. It outlines the steps that a municipality needs to take to reduce its vulnerability to these impacts and to take advantage of potential opportunities that may arise. This includes identifying risks and vulnerabilities, setting adaptation goals and objectives, developing and implementing actions, and monitoring and reviewing progress.

Climate change adaptation: Actions that reduce the negative impact of climate change, while taking advantage of potential new opportunities. It involves adjusting policies and actions for observed or expected changes in climate. Adaptation can be reactive (occurring in response to climate impacts) or anticipatory (occurring before impacts of climate change are observed). In most circumstances, anticipatory adaptations will result in lower long-term costs and be more effective than reactive adaptations.

Climate impact: Refers primarily to the effects of one or more hazards on natural and human systems. Impacts generally refer to effects on lives; livelihoods; health; ecosystems; economic, social and cultural assets; services (including environmental); and infrastructure due to the interaction of one or more hazard events occurring within a specific period and the vulnerability of an exposed society or system.

Climate risk assessment: A process of identifying and evaluating the potential effects of climate change on a municipality. This would involve identifying the risks and vulnerabilities that a municipality faces due to climate change, such as increased flooding or heatwaves, and assessing the potential impacts of these risks. This assessment would then inform the development of the municipality's adaptation plan, helping to prioritize actions and strategies to reduce vulnerability and increase resilience to climate change.

Equity-deserving and marginalized communities: Groups of people who, because of systemic discrimination, face barriers that prevent them from having the same access to the resources and opportunities available to other members of society, and that are necessary for them to attain just outcomes. These communities are often underrepresented in decision-making processes. This phrase can refer to:

Indigenous peoples: First Nations, Métis, Inuit people and communities, including urban Indigenous communities.

Newcomers to Canada: A self-identified group that may include people who have obtained landed immigrant status, refugee status or permanent resident status up to five years prior to a given census year.

People who are part of LGBTQ2+ communities: People who are lesbian, gay, bisexual, transgender, non-binary, queer, Two-Spirit and others who represent the wide spectrum of gender identities, sexual orientations and romantic orientations not explicitly named.

People living with disabilities: People who have a long-term or recurring physical, mental, psychiatric, intellectual or sensory impairment that, in interaction with various attitudinal and environmental barriers, hinders their full and effective participation in society on an equal basis with others. This is a self-identified status and does not require an external or formal recognition of disability.

People with low income: Individuals or households that earn significantly less than the median income level in their area, placing them at an economic disadvantage compared to the general population. People with low income often face barriers to accessing essential services like healthcare, education, and housing, which can perpetuate cycles of poverty and social exclusion.

Racialized persons: A person or group of people categorized according to ethnic or racial characteristics and subjected to discrimination on that basis.

Religious minority groups: A group of people who share religious characteristics differing from those of the majority or dominant population, and who often experience discrimination or exclusion.

Rural residents: Individuals living in areas characterized by low population density, limited infrastructure, and often significant distances from urban centers. As an equity-deserving group, these residents may face challenges such as reduced access to critical services and economic opportunities compared to their urban counterparts.

Women: All people who identify as women.

Equity-informed: An approach or strategy that considers and addresses systemic inequalities, historical injustices, and power imbalances to ensure fair and just outcomes, particularly those who have been marginalized.

Inclusive engagement: Inclusive community engagement entails identifying and engaging with equity-deserving groups that have an interest in the project, reducing barriers to participation, empowering diverse groups with decision-making, and building relationships and connections.

Indigenous communities: Indigenous communities are those for which a province or territory has passed an act or a regulation that affords them the status of a

municipality or an Indigenous community (which includes First Nations, Métis and Inuit) that is undertaking in partnership with a municipal government an eligible project, or has a shared service agreement for any purpose with a municipal government related to municipal infrastructure, climate change or adaptation.

Indigenous Knowledge: (Sometimes referred to as Indigenous Traditional Knowledge) reflects the unique cultures, languages, values, histories, governance and legal systems of Indigenous Peoples. It is place-based, cumulative and dynamic. Indigenous Knowledge systems involve living well with, and being in relationship with, the natural world. Indigenous Knowledge systems build upon the experiences of earlier generations, inform the practice of current generations, and evolve in the context of contemporary society. Different First Nations, Inuit and Métis communities each have distinct ways of describing their knowledge. Knowledge Holders are the only people who can truly define Indigenous Knowledge for their communities.

Meaningful engagement: This is an intentional process with the purpose of working in inclusive and respectful ways with all stakeholders and rights holders to shape decisions, actions, impacts or change.

Natural infrastructure: Naturally occurring features and systems, such as wetlands, forests, rivers and coastlines, that provide various ecosystem services to communities. Unlike traditional built infrastructure, which relies on engineered solutions, natural infrastructure utilizes the natural functions and processes of ecosystems to deliver benefits such as flood protection, water filtration, erosion control, climate regulation and habitat provision. (Note: LLCA will also accept hybrid or nature-mimicking green infrastructure under this definition if it supports local biodiversity and ecological functions.)

Nature-positive adaptation: Strategies and actions that not only mitigate the impacts of climate change but also enhance biodiversity, ecosystem services and natural infrastructure.

Northern community: The North is defined as the three territories and the northern extent of seven provinces. This includes portions of the following provinces defined by Statistics Canada codes: Newfoundland and Labrador (10), Québec (24), Ontario (35), Manitoba (46), Saskatchewan (47), Alberta (48) and British Columbia (59).

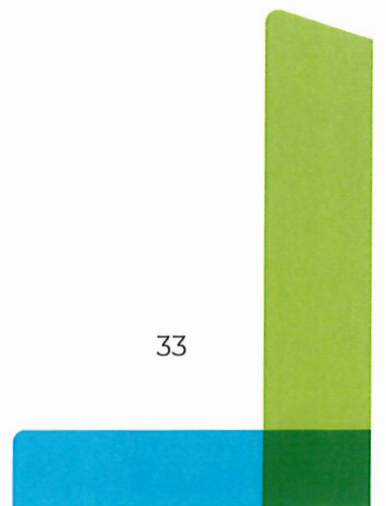
Remote community: Listed on the Canada Revenue Agency list of places located in prescribed zones (formerly referred to as “Northern communities.”)

Rights holders: In Canada, Indigenous peoples have constitutionally protected rights. This means there is a duty to consult Indigenous peoples, as rights holders, in Canada (e.g., in resource development projects).

Rural community: A municipality where there is no population centre above 5,000, even if the municipality as a whole has a population above 10,000.

Stakeholders: A stakeholder can be an individual or group concerned about a particular issue and/or who holds legal or de facto rights to manage or make decisions.

Two-Eyed Seeing: Learning to see from one eye with the strengths of Indigenous ways of knowing and from the other eye with the strengths of Western ways of knowing and to using both of these eyes together.





GREEN
MUNICIPAL
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Local Leadership for Climate Adaptation Climate-Ready Plans and Processes Application form

October 2024

Before you begin

The Green Municipal Fund (GMF) uses this form to collect essential information on your proposed project. Your responses will help us determine whether your project is a good fit to receive funding from Climate-Ready Plans and Processes (CRPP) within the Local Leadership for Climate Adaptation (LLCA) initiative.

Document #	Da5-105
Rec'd by	
Date	
COPIES TO:	
Council	
Agenda	
Committee	
Information on your project is	

This form has six parts:

- Part A: Applicant information
- Part B: Climate-Ready Communities Assessment Tool
- Part C: Collaboration
- Part D: Project information
- Part E: Engagement strategy
- Part F: Declaration and signature

IMPORTANT: [CLIMATE-READY PLANS AND PROCESSES APPLICATION GUIDE](#)

Before proceeding, please make sure that you are following the instructions in the Climate-Ready Plans and Processes Application Guide to fill out this form.

Please follow this guidance carefully as you fill out the necessary information and attach the required supporting documentation.

When submitting your application form and supporting documents through the [FCM Funding Portal](#), please make sure you are uploading supported files as specified in the application guide. Please refer to the [attachment guidelines](#) to find out which file formats are accepted, what the limits are on file size, and what to do if your files are too large.

Consultants may assist in preparing submissions, but consultants cannot submit applications. Only the lead applicant can submit the application.

A program of/
Un programme de la



Part A: Applicant information

How did you hear about municipal funding from FCM?

Professional network

FCM event or conference, or FCM-produced resource :

Participating organizations

Please include details on participating organizations in the table below. Note: You must use the full legal name of the organization(s).

Organization name	Organization role
Town of Shelburne	Lead Applicant and Municipality
Organization name	Organization role
Clean Foundation	Partner
Add Row	Remove Row

The following two questions apply to the lead applicant

Which of the following community types describes the lead applicant?

- Indigenous community Northern community
 Remote community Rural community
 None of the above

How many people are employed at the lead applicant?

- Less than 5 6-10 11-20 21-50 51-100 101-500 More than 500

The following question applies to the lead municipality

What is the population of the lead municipality?

- ≤10,000 10,001–50,000 50,001–100,000 100,001–500,000 >500,000

Project contacts

Please include project contacts in the table below. Note: Indicate the legal name of your organization (lead applicant). If your organization is not a municipal government, your proposed project must be undertaken in partnership with a municipal government (lead municipality). Please provide the contact information for the municipalities or organizations you are partnering with.

Organization name	Contact name	Job title	Contact role
Town of Shelburne	Sarah Mattatall	Chief Administrative Officer	Secondary contact (recommen
Address			
162 Mowatt Street			
City	Province/Territory	Postal Code	Phone Number
Shelburne	Nova Scotia	B0T 1W0	(902)875-2991
Email			
sarah.mattatall@shelburnens.ca			

Organization name	Contact name	Job title	Contact role
Clean Foundation	Izzie Collier	Climate Lead	Application contact (required)
Address			
126 Portland Street			
City	Province/Territory	Postal Code	Phone Number
Dartmouth	Nova Scotia	B2Y 1H8	782-321-6912
Email			
icollier@cleanfoundation.ca			
Add Row		Remove Row	

Part B: Climate-Ready Communities Assessment Tool

IMPORTANT: Completing the [Climate-Ready Communities Assessment Tool](#) is mandatory.

The Climate-Ready Communities Assessment Tool (also known as, "the CRC Assessment Tool" or "the Assessment Tool") has two functions: Firstly, a self-assessment to help your organization build awareness of the key elements of climate adaptation and to develop a snapshot of your current adaptation efforts; and secondly, a roadmap to help identify actionable steps for building climate adaptation.

The Assessment Tool consists of three pillars: (1) People, Partnerships and Governance, (2) Risk and Adaptation Planning, and (3) Integration and Implementation.

Submit your completed Climate-Ready Communities Assessment Tool in the "Supporting documents" section in the [FCM Funding Portal](#).

Community-wide climate risk assessment

We recommend that municipalities working toward climate adaptation, have or plan on having a community-wide climate risk assessment.

Has the lead municipality completed a community-wide climate risk assessment with the following characteristics?

- **Assesses all core service areas:** It must be conducted at the scale of the community and ideally cover multiple systems, recognizing that assessing individual assets or services in isolation may not provide a comprehensive understanding of climate risks.
- **Assesses multiple climate hazards:** The risk assessment must encompass an analysis of multiple climate hazards relevant to the community, including but not limited to extreme weather events (such as wind and storms), floods, sea level rise, heatwaves, drought and changes in precipitation patterns.

Yes No

If no, we encourage the applicant to complete a community-wide climate risk assessment within the activities of your proposed project.

Part C: Collaboration

IMPORTANT: [CLIMATE-READY PLANS AND PROCESSES APPLICATION GUIDE](#)

Before completing this part, please make sure that you are following the instructions in the [Climate-Ready Plans and Processes Application Guide](#).

Collaboration details

Do you plan on collaborating with other communities/municipalities or organizations on this project?

Yes No

Collaborating organizations

Please identify each of the collaborating communities/municipalities or organizations using the table below, including the name and province/territory of the organizations. Please include only one organization per line.

Organization name	Province/territory
Municipality of the District of Barrington	Nova Scotia
Organization name	Province/territory
Municipality of the District of Shelburne	Nova Scotia
Organization name	Province/territory
Clean Foundation	Nova Scotia
Add Row	Remove Row

Please describe below the nature and expectations of your collaborative project and identify specific, tangible benefits that are directly linked to the collaborative approach.

The proposed project represents a unique collaboration among the Town of Shelburne, the Municipality of the District of Shelburne and the Municipality of the District of Barrington in Shelburne County, Nova Scotia. Together, these municipalities aim to create a county-wide climate adaptation plan that addresses shared climate challenges while respecting each community's unique context.

The Town of Shelburne is applying for CRPP funding to hire a climate risk assessment staff person. This staff member will support all three municipalities by developing individual climate risk assessments and coordinating their integration into a unified regional adaptation strategy. This shared resource ensures a cost-effective approach, minimizes duplication of effort, and maximizes impact.

Collaborating on this project offers several tangible benefits such as that a shared staff person will enhance climate literacy and technical expertise across the region, fostering long-term resilience. The role will also result in a standardized data collection and storage process that will streamline analysis, reduce bureaucratic barriers, and ensure compatibility across municipalities. Further leveraging joint resources lowers costs and accelerates the development of regionally coordinated actions, a plan that will focus on the needs of all residents, particularly vulnerable populations, ensuring no community is left behind in building resilience.

The participating communities bring a proven track record of collaboration, including their involvement in Clean Foundation's Community Climate Capacity Program and the Climate Resilient Coastal Communities (CRCC) initiative. This history of working together ensures a strong foundation for success, enabling Shelburne County to advance climate resilience locally and align with provincial and federal adaptation goals.

Part D: Project information

IMPORTANT: [CLIMATE-READY PLANS AND PROCESSES APPLICATION GUIDE](#)

Before completing this part, please make sure that you are following the instructions in the [Climate-Ready Plans and Processes Application Guide](#).

Project title

Please indicate your project's working title. This title will be used publicly to identify the project.

Climate Risk Assessment and Capacity Development in the Town of Shelburne

Project description

Provide a high-level description of your project. Summarize activities, planned actions and project objectives.

If funding is approved, this section will be used as the public description of your project.

The primary objective of the project is to obtain a community-scale, multiple-hazard, climate risk assessment for the Town of Shelburne. This is the first phase of a larger project to develop a county-wide climate adaptation plan, addressing both the specific needs of each municipality in the county as well as regional areas for action and collaboration. The climate risk assessment will provide a valuable resource to each municipality to guide decision-making across departments around infrastructure, budgeting, capital project prioritization and updating planning documents through development of mapping tools and a climate risk report.

The Town of Shelburne has a population of 1644 (2021 Census) and is one of five unique coastal communities in Shelburne County. The Town does not currently have an all-hazards climate risk assessment or extensive information on community demographics and vulnerabilities that could be used to develop an updated adaptation plan. Conducting an individual climate risk assessment for each participating municipality will provide a cohesive set of climate data to base the regional climate adaptation plan and promote social equity and inclusion.

The scope of this project includes an all-hazards climate risk assessment that will complement and build on the collaborative work being completed through participation in the Climate Resilient Coastal Communities (CRCC) program. The CRCC program is offered by Natural Resources Canada in partnership with AIM Network to deliver technical assistance on climate resilience planning. The CRCC project team consists of professionals in equitable community engagement, municipal planning and governance, nature-based solutions, asset management and climate adaptation who will provide training, education and technical assistance to municipal staff and elected officials seeking actionable plans to protect their coastlines with social, fiscal and environmental responsibility. The CRCC program will provide Shelburne County with a coastal vulnerability assessment utilizing GIS mapping to visualize coastal risks with demographic and vulnerable population data. The program places a strong focus on community engagement with vulnerable populations to understand the needs of at-risk populations. Participation in the CRCC program will provide a valuable framework for the designated staff person to expand the climate risk assessment process beyond coastal vulnerabilities to develop an intersectional, all-hazards climate risk assessment for Shelburne County.

The climate risk assessment will be conducted at the scale of the community and cover multiple systems and assets. It will include an analysis of current and projected climate hazards and a prioritized profile of climate risks. Engagement activities will seek input from equity deserving groups in Shelburne County, including members of Acadia First Nation and the African Nova Scotian community, ensuring that diverse community voices are amplified throughout all stages of the risk assessment process. Key activities for this work include engagement and community resilience value mapping, hazard mapping, exposure and vulnerability mapping to integrate social vulnerability and community resilience data with hazard scenarios and impacted assets, reporting on climate risks determined through engagement sessions, and initiating work on individual and regional climate adaptation planning processes.

Activities and deliverables

Please describe the 1 to 5 activities that compose your proposed project. Complete one row for each activity.

Each activity must also feature at least one deliverable.

Please see the application guide for additional guidance on the level of detail expected.

Activity	Deliverable
<p>Please identify 1 to 5 adaptation related activities.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Conduct a community-wide climate risk assessment • Establish a climate adaptation policy that promotes equitable adaptation • Develop an actionable adaptation plan that includes funding strategy and addresses climate risks and vulnerability • Set up a cross-functional climate team • Training for municipal staff and/or cross-functional climate team members 	<p>Please identify specific items you will send to GMF to demonstrate completion of each activity.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Community-wide climate risk assessment report • Climate adaptation policy and resolution confirming endorsement by board or council • Adaptation plan • Climate team terms of reference and minutes from first 4 meetings • Training attendance record and copy of training materials
Community engagement	A copy of the Community Resilience Value Maps and copy of the Risk Matrix presentation, exercise, attendance record and meeting minutes.
Hazard mapping	A copy of the updated hazard data and best-practice methodology and documents. Final copy of all hazard maps. Record of presentations and documents for staff training opportunities undertaken.
Exposure and vulnerability mapping	A copy of the exposure and vulnerability mapping results for given scenarios complete with social vulnerability and community resilience layers.
Climate risk reporting	A copy of the Climate Risk Report.
Climate adaptation plan	A copy of the draft framework of the regional climate adaptation plan that integrates risk findings and provides actionable strategies for reducing climate impacts.
Add Row	Remove Row

Outcomes

Describe what you'd likely achieve through your proposed activity(ies) and how this will increase your community's climate resilience.

In addition to the deliverables, you can also describe the long-term impact the activity(ies) will ultimately have on your community.

The proposed activities will contribute to the development of a comprehensive climate risk assessment, addressing all hazards impacting the Town of Shelburne and significantly increasing its climate resilience.

Community engagement activities will be an essential first step for understanding perceived risks to different segments of the community and building meaningful relationships with equity-deserving groups, including African Nova Scotian and Mi'kmaw communities. Long-term benefits associated with these activities could result in the establishment of trust and laying the groundwork for a collaborative working relationship to guide future initiatives in the county. By ensuring that diverse voices are integrated into the project, the Town will promote equity and inclusion in climate planning.

Hazard mapping activities will analyze new and existing data alongside insight from staff, Council and the public to develop an extensive definition of hazards, contributing to the development of best practices for mapping hazards

and a complete hazard map for the Town. Multiple climate hazards will be assessed, including fire, drought, changes in precipitation patterns and extreme weather events. Coastal hazards will be addressed through the CRCC program. The staff person conducting the assessment will employ consequence and likelihood scoring to evaluate the potential impacts of the multiple hazards. Hazard mapping will allow town staff, Council and community members to understand the climate hazards impacting them and will highlight areas that are at the highest risk. This approach will empower decision-makers with actionable insight to prepare for and mitigate these risks.

Exposure and vulnerability mapping will highlight exposure of assets, community spaces and at-risk populations for given hazard scenarios and integrate mapping with social vulnerability and community resilience values to establish intersections between vulnerable communities and climate hazards. This will increase the climate resilience of communities that may lack capacity to respond to climate hazards or have historically been marginalized and discriminated against through planning and policy mechanisms. Understanding the level of vulnerability for at-risk communities will help shape important decisions around priority infrastructure and adaptation projects while increasing awareness across the county of communities in need of assistance. The long-term impacts of these activities include increased preparedness and reduced risk to climate hazards through access to data indicating priority risk areas requiring advanced preparation for emergency events. An improved understanding of community and social vulnerabilities will better inform the Regional Emergency Management Office of vulnerable populations and high-risk areas, helping to advance inclusivity in emergency preparedness.

Increased internal capacity is one of the most tangible long-term benefits afforded by this project, as the funding will be used to hire a staff person in Shelburne County to carry out the respective climate risk assessments for the three participating communities. Providing training for the staff and allocating funding to hire specialist consultants where needed to advance the climate risk assessment will help to build climate expertise across Shelburne County. Building capacity and expertise could result in increased potential for each municipal unit to integrate a climate lens into strategic planning decisions.

The project's final deliverable, a Climate Risk Report, will pull together findings from engagement, hazard mapping, and vulnerability assessments into a cohesive, actionable resource. This report will serve as a decision-making tool for town staff and Council, informing updates to planning documents, infrastructure priorities, and emergency preparedness strategies. Additionally, it will position the Town to access future funding opportunities for implementing climate adaptation measures, ensuring sustained progress toward resilience.

By increasing preparedness, reducing risks, and building internal capacity, this project will have a transformative and enduring impact on the Town of Shelburne, enabling it to meet the challenges of a changing climate with equity, inclusivity, and data-driven solutions.

Capacity to deliver

Internal project team

Lead applicant: please describe the structure and composition of your internal project team using the table below.

Full name [if known]	Title	Role and responsibilities
Staff Person, TBD	Climate Risk Assessment staff	The main role of the individual hired will be to conduct the activities identified for completing a climate risk assessment for each of the three participating communities in Shelburne County. This will require assisting external consultants with engagement activities in order to learn more about community demographics, developing and employing research methodology to conduct hazard mapping, use of GIS software and report writing.

Full name [if known]	Title	Role and responsibilities
Sarah Mattatall	CAO, Town of Shelburne	The CAO will be engaged in the hiring process and responsible for accommodating the new staff person with the required workspace and necessary resources.

Full name [if known]	Title	Role and responsibilities
Mike Kahn	Senior Planner, Town of Shelburne	The Senior Planner will assist the staff person and Climate Lead in coordinating activities required to meet the project deliverables, helping to connect with relevant departments and community contacts. The Senior Planner will also provide support in aligning project goals and deliverables with planning documents and mechanisms.

Full name [if known]	Title	Role and responsibilities
Izzie Collier	Climate Lead, Clean Foundation	The Climate Lead will work directly with the staff person, assisting across all identified activities and liaising with necessary consultants and specialists. The Climate Lead may assist in identifying training opportunities for the staff member and provide guidance on achieving overall objectives related to the regional climate adaptation plan.

Full name [if known]	Title	Role and responsibilities
Logan Horrocks	GIS/Adaptation Specialist, Clean Foundation	The GIS and Adaptation Specialist will assist with establishing the framework of the analysis, sourcing data, validating risk methodology, creating training materials for the staff hire, work planning, liaising with specialists, integrating community values, and reviewing technical report components of reports.

Full name [if known]	Title	Role and responsibilities
Kaytland Smith	Funding/Engagement Specialist, Clean Foundation	The Funding and Engagement Specialist will assist with the development of internal engagement practices and connections with equity-deserving groups. They will also prepare training materials and provide access to resources for the staff hire and review any relevant documents, reports, or applications.

Full name [if known]	Title	Role and responsibilities
Liz Carr	Planning/Policy Specialist, Clean Foundation	The Planning and Policy Specialist will assist with engagement and identifying priorities for future land use plans and policies throughout the duration of the project.
Add Row		Remove Row

If you are unsure of your internal project team's structure at this time, please identify how you plan to build your project team and what the anticipated roles are.

The staff person carrying out the climate risk assessment has not yet been hired, as CRPP funds are intended to support the hiring and piloting of a shared climate staff person for Shelburne County. The current interdisciplinary project team will work together to develop a job description that is realistic and meets the criteria for conducting a holistic, community- scale climate risk assessment. Opportunities to collaborate with specialist consultants have been identified and will help to ensure the designated staff person is supported in their role.

External consultants will be required to provide expertise in specialty areas that the designated climate staff person may not have adequate skills and training to complete. Specifically, a consultant will be contracted to lead engagement work with equity-deserving groups such as the African Nova Scotian community and members of the Mi'kmaw community to appropriately address and integrate principles of Reconciliation +AREI into engagement sessions. Prioritizing Reconciliation and +AREI in the engagement for the project will be essential for establishing trust and working relationships that will contribute to the overall level of engagement in subsequent adaptation planning work.

Note: Keep in mind that staff remuneration is an eligible cost for this funding offer and can be leveraged to support this project. Refer to the application guide for more information (refer to Appendix A: Eligible costs of the guide).

External project team (includes consultants)

Do you plan on working with consultants or other external resources on this project?

Yes No

If you answered yes, please identify those external resources or service providers and describe their role, (if known) in the table below. This includes contracted project managers, subject matter experts and other service providers.

Full name [if known]	Title [if known]
Louise Adongo	Principal Consultant
Organization/Company name [if known]	Organization type
Caprivian Strip Inc.	Consultant / service provider
Role and responsibilities	
Caprivian Strip is an inclusive, empathy-based consulting firm that provides strategies for inclusive stakeholder engagement. The project team is already working with Louise and would seek her expertise for engagement-related activities, particularly when working with equity-deserving groups.	
Full name [if known]	Title [if known]
TBD	Wildfire Assessment Consultant
Organization/Company name [if known]	Organization type
TBD	Consultant / service provider
Role and responsibilities	
Specialist consultant may be required to evaluate the wildfire vulnerability, perform vegetation density analysis, analyze drought conditions, map the urban wildland interface, map infrastructure proximity and human activities that may increase the risk of fires. This specialist role can provide assistance to the staff member to ensure accurate data and projections are available for the town.	

Full name [if known]		Title [if known]	
TBD		Climate Risk Consultant	
Organization/Company name [if known]		Organization type	
TBD		Consultant / service provider	
Role and responsibilities			
<p>Consultant expertise may also be sought for more specialty aspects of the risk assessment or where data is less available, such as data and mapping pertaining to drought, extreme heat, wind and weather risks. Budget has been allocated for specialist services to assist in capacity development for town staff and provide training opportunities.</p>			
Add Row		Remove Row	

Project challenges and mitigations strategies

Identify potential risks and challenges in executing this project. Provide your proposed mitigation strategy for each risk or challenge.

Project risk/Challenges	Mitigation strategies
Respectful and culturally appropriate engagement	To ensure engagement with equity-deserving groups is respectful and culturally appropriate the project will allocate a portion of the funding to consultant fees to hire an equity and engagement specialist with appropriate training and experience working with equity-deserving groups. This specialist will design and conduct community engagement sessions. This approach mitigates risks of miscommunication or exclusion and strengthens relationships with local equity-deserving groups.
Obtaining relevant, necessary data	Accessing and integrating high-quality, relevant data for hazard and vulnerability mapping could be a challenge due to the technical expertise required. To mitigate this, allocation of a portion of funds to consultant fees to ensure access to specialist knowledge to assist in data acquisition and analysis as needed.
The project team may encounter difficulties in filling the staff role due to local capacity challenges and availability of qualified applicants.	Local capacity and the availability of qualified applicants may make it difficult to fill the staff role. Mitigation strategies include offering flexible work arrangements, such as hybrid or remote options, to broaden the candidate pool. Additionally, the Climate Lead and specialists will provide mentorship and training to the selected staff member, filling any gaps in experience. A portion of the budget will be reserved for upskilling and professional development to build local capacity and ensure long-term sustainability.
Funding applications not successful for entire cohort Partial Funding Success for the Cohort	In the event that one or two out of three communities in the cohort are successful with their applications to CRPP to pilot a shared staff person, the project team will re-evaluate the deliverables and likely scale back the scope of work for the staff member. This could mean removing assistance with climate adaptation planning work from their responsibilities, which would limit the potential to build capacity within the county on climate adaptation best practices but could ensure adequate time and

resources are available to complete the climate risk assessment. The risk assessment could possibly be reduced in scope, leaving certain risk areas to be completed by an external consultant at a later date pending funding. Allocations for consultant fees could also be reduced in favour of providing the staff member with increased training in specialty areas requiring consultant expertise.

Managing Potential Project Delays	Delays in engagement, data collection, or recruitment could impact timelines. To mitigate this, a detailed project management plan with contingency buffers will be developed. Regular progress reviews will ensure the project remains on track, and potential delays will be identified early for timely resolution.
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Add Row	Remove Row
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Part E: Engagement strategy

Before completing this part, please make sure that you are consulting the section on inclusive engagement in the [Climate-Ready Plans and Processes Application Guide](#) for guidance.

Inclusive engagement

Proposed projects that meaningfully address **reconciliation and/or anti-racism, equity, and inclusion** could be eligible for a 15% cost-share top-up on the grant amount.

Will your project include inclusive engagement with equity-deserving groups?

- Yes No

Equity-deserving groups, including rights holders	Level of engagement
African Nova Scotian community	Collaborate
Description	
<p>The town staff and partnering organization have existing relationships in place with members of the African Nova Scotian community through the Black Loyalist Heritage Centre. The Black Loyalist Heritage Centre has historically been the conduit organization for planning and implementing consultation with the African Nova Scotian Community in Shelburne County. Members of the African Nova Scotian community in the Town of Shelburne will be invited to participate in engagement sessions to learn about climate impacts and hazard impacting their community and important cultural sites in the county. Ongoing consultation with the African Nova Scotian community and the Black Loyalist Heritage Centre will be facilitated through subsequent hazard and vulnerability mapping exercises to ensure community demographics and vulnerabilities are accurately represented in risk profiles. Consultation will take place in person as well as through follow-up mail in and online surveys. Contact information will be provided for continued consultation throughout the project.</p>	

Equity-deserving groups, including rights holders	Level of engagement
Acadia First Nation	Collaborate
Description	
<p>The Town of Shelburne has existing relationships in place with Acadia First Nation Council members and will partner with community members through engagement and mapping stages of the risk assessment process to identify at risk communities, amenities and cultural sites. Consultation will take place in person as well as through follow-up mail in and online surveys. Contact information will be provided for continued consultation throughout the project. These efforts will ensure that the risk assessment process respects Indigenous knowledge and rights and incorporates these perspectives into climate resilient planning.</p>	

Equity-deserving groups, including rights holders	Level of engagement
Seniors	Collaborate
Description	
<p>The Town has existing relationships and experience engaging with the senior demographic through the Centre of Rural Aging and Health (CORAH) at Shelburne's NSCC campus. CORAH is a community hub that offers social, learning and recreational programs for seniors and climate action programming has already taken place with seniors in the town through CORAH. Consultation will take place in person as well as through follow-up mail in and online surveys. Contact information will be provided for continued consultation throughout the project. These activities will gather input on seniors' unique vulnerabilities and resilience needs, ensuring their perspectives are incorporated into risk mapping and adaptation planning.</p>	

Equity-deserving groups, including rights holders	Level of engagement
People with Accessibility Needs	Collaborate
Description	
<p>To engage individuals with accessibility needs, the Town will ensure all engagement sessions are held in accessible venues and provide access to accommodations such as ASL interpretation, captioning for online meetings, and accessible formats for materials. Partnerships with local advocacy groups will help identify barriers and prioritize solutions that address the needs of this group. Input from these sessions will shape risk profiles and planning processes to reflect accessibility considerations.</p>	

Equity-deserving groups, including rights holders	Level of engagement
People with low income and those who are unhoused	Collaborate
Description	
<p>Recognizing that individuals with low income or without stable housing are disproportionately affected by climate hazards, the Town will partner with local shelters, food banks, and social service organizations to engage these groups. Outreach will include small focus groups and informal discussions facilitated by trusted community champions. Compensation, such as gift cards or stipends, will be provided to participants to address potential barriers to participation. Insights gathered will inform strategies to reduce risks and improve emergency preparedness for vulnerable populations.</p>	

Add Row	Remove Row
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Please describe any inclusive engagement practices you have in place already. If you do not have any in place yet, please describe how you plan to develop inclusive engagement practices in your proposed project.

The engagement strategies for the project will be designed to be inclusive, respectful, and culturally appropriate, ensuring that all rights holders and stakeholders are effectively informed, consulted, involved, and empowered

throughout the project. Recognizing that inclusivity is an ongoing process, we will collaborate with stakeholders and rights holders to continually refine and enhance our practices.

To reduce barriers to participation, we will address potential challenges such as meeting time, geographical location, literacy, technology access and cultural factors. For example, engagement sessions will be scheduled flexibly to accommodate varying availability and will include options for virtual participation, ensuring accessibility for individuals with mobility or transportation challenges.

Our inclusive engagement practices will meet the physical and digital accessibility needs of diverse participants. Venue selection and setup will adhere to accessibility standards, and we will ensure digital materials comply with WCAG guidelines to accommodate individuals with disabilities. Language services, including translation and interpretation, will be provided where necessary. Guidance from resources like the Special Event Planning Guide by the City of Halifax and the Mi'kma'ki Allyship Toolkit will shape culturally appropriate and inclusive practices.

Community engagement will also be inclusive of the specific needs and preferences of the rural population in Shelburne County, leaning on the municipal partners to leverage the best channels to reach the target audience while considering the preference in the community for printed medium and in-person engagement opportunities. Mail-outs, local media, and face-to-face opportunities will ensure inclusivity across this geographically dispersed population.

The project team will seek to employ a specialist consultant to conduct engagement with equity-deserving groups and is already in contact with consulting agency Caprivan Strip, an inclusive, empathy-based consulting firm that provides strategies for inclusive stakeholder engagement. These groups include but are not limited to Indigenous communities, African Nova Scotian communities, seniors, individuals with disabilities, those with low income, and people experiencing housing insecurity.

All materials utilized for in-person, mail-out, or online engagement will aim to be inclusive by utilizing plain language and avoiding the use of technical language and jargon. Engagement materials for the project will be formatted and designed to CSA or equivalent graphics standards, be developed in required and preferred languages, and provide images, diagrams, and links to access further information about the project.

Where stakeholders and rights holders have been consulted and offered feedback on the project, the project team will ensure that feedback is recorded and integrated into discussions with involved and collaborative stakeholders, ensuring that community input is reflected in the project's development. Updates will be shared with the community to highlight how input has shaped project decisions, fostering trust and accountability. This interactive feedback loop will ensure that community voices remain central to the projects development and success.

Stakeholder engagement

Engagement with stakeholders not described above (i.e. stakeholders not representing equity-deserving groups) will not impact the possible 15% cost-share top-up on the grant amount for inclusive engagement.

Will your project include engagement with other stakeholder groups (ie. Local industry associations, local businesses, property owners, tenants and residents, community organizations)?

Yes No

Stakeholders	Level of engagement	Description
Property owners	Involve	Property owners in the town will be invited to participate in risk assessment engagement sessions such as community resilience mapping exercises to ensure their unique perspectives are incorporated. The climate risk assessment is intended to be community- scale and inclusive of all asset and system types. Historically, climate hazards have mostly impacted property owners due to issues such as flooding of properties and road

infrastructure, resulting in isolation of communities and damage to private property. Engaging property owners will ensure that the climate risk assessment reflects real-world vulnerabilities and informs strategies to reduce future impacts.

Business owners	Involve	Local business owners will play a key role in engagement sessions, such as community resilience mapping exercises, to identify climate risks to business locations and operations. Their insights will help prioritize strategies for safeguarding the local economy against climate hazards, ensuring that both small and large businesses are represented in the climate risk assessment and adaptation planning process.
Lobster fishing industry	Involve	Members of the town's lobster industry, a key component of the local economy, will be invited to participate in risk assessment workshops. These sessions will focus on understanding risks posed to the industry by climate hazards, such as rising sea levels, extreme weather, and habitat changes. Experiential evidence from those employed in the industry will provide critical data to shape targeted strategies for industry resilience and sustainability.
Add Row		Remove Row

Part F: Declaration and signature

Information provided in applications to FCM, including all attachments, will be kept confidential. Access to this information will be limited to FCM employees, professional representatives who are involved with your initiative, persons to whom the applicant has granted access, and persons authorized by law.

The information provided in applications, including attachments, is subject to [FCM's Privacy Policy](#).

I do hereby declare that:

The information contained in this application and in the accompanying documents is true, accurate and complete as of the date of submission. The proposed project meets all applicable provincial/territorial regulations and requirements. The organization for which I am submitting this application is **not** one of the following entities excluded from receiving LLCA funding:

- Provincial or territorial governments
- Corporations owned or controlled by a province or territory
- Federal departments (as listed in Schedule 1 of the Financial Administration Act)
- Departmental corporations (as defined in Section 2 of the Financial Administration Act)
- Parent Crown Corporations or wholly owned subsidiaries of parent Crown Corporations (as defined in Subsection 83(1) of the Financial Administration Act)
- Not-for-profit corporations or trusts established by a federal department, departmental corporation, parent Crown Corporation or wholly owned subsidiary of a parent Crown Corporation
- Not-for-profit organizations with 50% or more of their annual funding coming from Quebec public funds (except those organizations with authorization from the Government of Quebec to enter into relevant/appropriate agreements)

The organization for which I am submitting this application has authorized me to do so. **By typing my name and submitting this application, I am providing my signature for the declaration above.**

Consultants are NOT authorized to sign this declaration and submit this application. Only a lead applicant with the "application contact" role can submit the application.

Name:

Sarah Mattatall

Dated at: Municipality

Dated at: Province or territory

Town of Shelburne

Nova Scotia

Signature:

Date YYYY-MM-DD

Submit this application using the [FCM Funding Portal](#). If you do not have access to the FCM Funding Portal, [contact a GMF representative](#).

1. WORK PLAN AND BUDGET – Climate-Ready Plans and Processes

INSTRUCTIONS – PLEASE READ FIRST

Macros: This template uses "macros," which are groups of programmed instructions whose main purpose is to automate tasks. Macros trigger the appropriate clauses in this work plan and budget. To use all the features of this template you must enable macros in Excel.

Saving the template: It is critical that you save the template correctly, otherwise the correct information may not be recorded. When you go to save your template, ensure that you save it as an "Excel Macro-Enabled Workbook" (*.xlsm).

Tabs 1 through 4 must be read, understood and completed at the time of submitting an application to GMF. Note that additional tabs will be provided only after your application is approved for funding to track your initiative's progress.

▪ **Activity:** An activity is a major deliverable indicating the completion of one or more tasks.

▪ **START/END DATES:** Enter the estimated start and end dates for each task and activity. Note: FCM expects that, in most circumstances, funded initiatives must be completed within two years of the date of approval. This requirement will be noted in your agreement with FCM.

▪ **TASK:** A task is defined as a single action undertaken to achieve an activity. For each task identified, provide a description of what the task entails, who will be completing the task and an estimate of the cost. Costs should be separated into eligible and ineligible categories. Refer to Eligible and Ineligible Costs (tab 2) for a list of costs that can be partially reimbursed by FCM.

▪ **CONTINGENCY COSTS:** Contingency costs are eligible, but cannot be listed as a separate budget item. Allocate contingency costs within the relevant budget items as and where appropriate, and add an explanation of the contingency percentage or amount in the "contingency costs" section below the work plan table.

▪ **TAXES:** You may include the portion of taxes for which your organization is not eligible for a rebate (provincial, territorial or federal) in your budget. Allocate this amount within the relevant tasks as and where appropriate.

▪ **DELETING ROWS:** Rows cannot be deleted because of the way the template is structured. Please leave extra or empty rows blank.

▪ **INFORMATION TO UPDATE FOR EVERY CONTRIBUTION REQUEST:** Please note that tabs 4 to 6 must be updated (where applicable) every time a contribution request is submitted to GMF. Tabs 5 and 6 will be unhidden by GMF staff if the project is approved.

Document #	D&S-105
Rec'd by	
Date	
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2. ELIGIBLE AND INELIGIBLE COSTS: Climate-Ready Plans and Processes

This table outlines what costs can be partially reimbursed by FCM. Please pay particular attention to any costs that may be deemed ineligible by FCM.

If your application is approved, expenses that are eligible for partial reimbursement must be:

- incurred after the date the application is received by FCM (except costs to write the application incurred up to 90 days prior to receipt of the application by FCM);
- invoiced directly to your organization; and
- actually and reasonably incurred in accordance with applicable industry standards.

FCM reserves the right to audit financial statements or expenses incurred at a future date to verify cost eligibility.

Please keep financial accounts and records for at least 7 years after the final FCM disbursement. These include, but are not limited to, contracts, invoices, statements, receipts and vouchers.

Financial records, including labour costs, must be documented in a manner that meets audit standards (GAAP) and enables verification of cost eligibility and level of effort.

Cost Category	Eligible Costs	Ineligible Costs
Section A: Costs incurred before the date FCM receives your application		
(1) Pre application	Costs to write the GMF's LLCA-CRPP application up to \$5,000 incurred up to 90 days prior to the application receipt date.	All other costs incurred before the date FCM receives your application, including any stakeholder engagement or research that took place to complete the full application or project workbook.
Section B: Costs incurred after the date FCM receives your application		
(2) Administrative	Administrative costs that are directly linked to and have been incurred for the project, including: <ul style="list-style-type: none"> • Communication costs (e.g. long-distance calls or faxes) • Permits or certifications required for the project • Printing or photocopying by outside suppliers • Outsourced printing / photocopying • Acquisition of documents used exclusively for the project • Document translation 	<ul style="list-style-type: none"> • General overhead costs, including operating costs related to the general maintenance, repair and overhead costs associated with the project. • Administrative costs not specifically listed as eligible costs. • Office space, supplies and general overhead costs incurred in the ordinary course of business.
(3) Advertising	Advertising costs essential to communicating the project to the public and evaluating the project, such as: <ul style="list-style-type: none"> • Fees for advertising development. • Fees for media distribution. • Website development. • Public surveys. Design and production of communication products that meaningfully engage with rights holders and/or equity-deserving groups	<ul style="list-style-type: none"> • Advertising costs for general education or publicity associated with ongoing or other business activity and not a specific requirement of the project. • Promotional items
(4) Capital expenditures	Climate adaptation-related software. • Note: FCM's contribution to this expense may not exceed 50% of FCM's total contribution to the project.	Purchase of equipment, or assets that could be rented or leased to achieve the outcomes of the activity, or that are above and beyond what is required for the scale and duration of the project. <ul style="list-style-type: none"> • Any other capital expenditures or amortization expenses. • Purchase or lease of real property
(5) Equipment rental	Rental of tools and equipment related to the project.	Rental of tools or equipment related to ongoing or other business activities.

(6) Meetings and Public Gatherings	<p>Costs related to meetings and public gatherings that communicate the project to the public and that collect feedback, such as:</p> <ul style="list-style-type: none"> • Facility rental. • Audiovisual equipment rental. • services to support people with specific needs, where such services contribute to the equity and inclusion objectives of the project (e.g., simultaneous interpretation, shuttle service, babysitting service, etc.). • the provision of food and drinks, when it is part of a specific cultural protocol. • Honoraria for cultural leaders, Elders, Indigenous knowledge keepers, and/or cultural keepers. (Note: these honoraria should reflect the role of Indigenous Peoples as subject matter experts). • Costs related to local cultural protocols (e.g., gifts, cultural ceremonies). 	<p>Any hospitality expenses, such as:</p> <ul style="list-style-type: none"> • food and drink (unless part of a specific cultural protocol) • alcohol • door prizes • entertainment • music • decorations, flowers, centerpieces
(7) Services	<p>Fees for professional or technical consultants and contractors, incurred in support of eligible activities.</p>	<ul style="list-style-type: none"> • Costs for engineered studies, audit studies or studies for which grants or contributions are provided by or committed to be provided by any program of the Government of Canada. • Expenditures associated with regular business activities not related to the project. • Legal fees.
(8) Staff remuneration	<p>Daily rates actually paid by the eligible recipient to its employees (including permanent and contract employees) in Canada for time actually worked on the implementation of the project (including staff time to participate in FCM-led capacity building activities related to the eligible initiative). The daily rate per employee shall include the following costs:</p> <ul style="list-style-type: none"> • direct salaries: actual and justifiable sums paid by the eligible recipient to employees in accordance with the eligible recipient's pay scales as regular salary excluding overtime pay and bonuses • fringe benefit, in accordance with the eligible recipient's policies, as follows: <ul style="list-style-type: none"> a) time-off benefits (prorated to the annual percentage of time actually worked on the implementation of the project): allowable b) paid benefits: actual sums paid by the eligible recipient for paid benefits (prorated to the annual percentage of time actually worked on the implementation of the project); this includes the eligible recipient's contribution to employment insurance and workers' compensation plans (where applicable), health and medical insurance, group life insurance, or other mandatory government benefits <p><i>Note: Labour costs must be documented in a manner that meets audit standards for verification of eligibility of cost and level of effort.</i></p>	<p>Regular salaries and/or benefits of applicant staff or partners including:</p> <ul style="list-style-type: none"> • Overtime pay. • Bonuses or performance pay. • Fringe benefits, such as sick days, maternity leave, parental leave, pension plan and any other fringe benefits not listed as eligible. • Costs related to ongoing or other regular business activities and not specifically required for the project. • Staff wages while receiving training or attending learning events. • Professional membership fees or dues. • Staff remuneration for which a grant or contribution is provided by or committed to be provided by FCM.
(9) Supplies and materials	<p>Supplies and materials that are specifically needed to undertake the project.</p>	<p>Costs related to ongoing or other business activities that are not specifically required for the project.</p>

(10) Transportation, shipping and other courier charges	Transportation costs for delivery of materials and services essential for the project.	Any transportation expense related to ongoing or other business activities.
(11) Travel and accommodation	Travel and associated expenses for your staff and consultants to the extent that the travel and accommodation rates comply with Treasury Board of Canada guidelines and to the extent that such travel is necessary to complete the project, including travel and accommodation costs to attend LLCA capacity-building activities organized by or on behalf of FCM.	<ul style="list-style-type: none"> • Travel and associated expenses of a partner in the project. <p>Travel, accommodation and fees to attend conferences, missions, trade shows, etc.</p>
(12) Taxes	The portion of taxes for which your organization is not otherwise eligible for rebate.	The portion of provincial, territorial or federal taxes for which your organization is eligible for rebate.
(13) In-kind	N/A Note: Lead applicants can include costs for staff time for time actually worked on the implementation of the project and list this as "staff remuneration." See Staff Remuneration category above.	<ul style="list-style-type: none"> • Any goods and services that are received through donation or in-kind contribution.

3. WORK PLAN AND BUDGET - Climate-Ready Plans and Processes

Lead applicant:	Town of Shelburne	
Project title:	Climate Risk Assessment and Capacity Development in the Town of Shelburne	
GMF base contribution		60%
Applicant type (select one)	Municipality	0%
Lead municipality population	≤10,000	20%
My project will meaningfully address Reconciliation and/or anti-racism, equity, and inclusion (As defined in Part E of the application form)	Yes	15%
My project will have a collaborative approach Collaboration (As defined in Part C of the application form)	Yes	5%
GMF maximum contribution (to be determined by GMF)		100%
Maximum Grant available per Municipality		70,000.00

Activities	Start date:	End date:	Cost category (select one)	Eligible cost (\$)	Ineligible cost (\$)	Total cost (\$)
Activity 1:	31-03-2025	30-09-2025				
Engagement						
<i>Planning Engagement Activities</i>			(8) Staff remuneration	\$1,000		\$1,000
<i>Risk Matrix Exercise with Staff</i>			(8) Staff remuneration	\$2,000		\$2,000
<i>Community Resilience Value Mapping with Council</i>			(8) Staff remuneration	\$1,000		\$1,000
<i>Community Resilience Value Mapping with Community Members</i>			(8) Staff remuneration	\$2,000		\$2,000
<i>Community Resilience Value Mapping with African Nova Scotian Community Members</i>			(8) Staff remuneration	\$2,000		\$2,000
<i>Community Resilience Value Mapping with Mikmaq Community Members</i>			(8) Staff remuneration	\$2,000		\$2,000
<i>CCC Assistance with Community Resilience Value Mapping</i>			(13) In-Kind		\$2,000	\$2,000
<i>Consultant Assistance with Community Resilience Value Mapping</i>			(7) Services	\$12,000		\$12,000
<i>Venue Rentals</i>			(6) Meetings and public gatherings	\$500		\$500
<i>Travel for the Engagement Events</i>			(11) Travel and accommodation	\$2,000		\$2,000
<i>Meeting Supplies for Engagement Events</i>			(6) Meetings and public gatherings	\$200		\$200
<i>Honourariums</i>			(6) Meetings and public gatherings	\$1,000		\$1,000
<i>Provision of food and drink required for cultural protocols</i>			(6) Meetings and public gatherings	\$1,000		\$1,000
<i>[Add task description here]</i>						\$0
<i>[Add task description here]</i>						\$0
<i>[Add task description here]</i>						\$0
Subtotal				\$26,700	\$2,000	\$28,700
Activity 2:	01-10-2025	31-03-2025				
Hazard Mapping						
<i>Define the respective hazards to be mapped with input from staff, council and the public</i>			(8) Staff remuneration	\$500		\$500
<i>Source existing data where possible for the respective hazards</i>			(8) Staff remuneration	\$500		\$500
<i>Research methodology for mapping respective hazards</i>			(8) Staff remuneration	\$500		\$500
<i>Develop best practices for mapping respective hazards</i>			(8) Staff remuneration	\$1,500		\$1,500

Complete hazard mapping			(8) Staff remuneration	\$7,000		\$7,000
Consultant Assistance with Hazard Mapping			(7) Services	\$20,000		\$20,000
CCC Assistance with Hazard Mapping			(13) In-Kind		\$5,000	\$5,000
Training opportunities for climate risk assessment staff			(7) Services	\$1,000		\$1,000
[Add task description here]						\$0
[Add task description here]						\$0
[Add task description here]						\$0
[Add task description here]						\$0
[Add task description here]						\$0
[Add task description here]						\$0
[Add task description here]						\$0
[Add task description here]						\$0
Subtotal				\$31,000	\$5,000	\$36,000

Activity 3:	01-04-2026	30-09-2026			
Exposure and Vulnerability Mapping					
Map Exposure of assets for the given hazard scenarios			(8) Staff remuneration	\$2,500	\$2,500
Map Exposure of community spaces for hazard scenarios			(8) Staff remuneration	\$2,500	\$2,500
Integrate the social vulnerability layers into the exposure layers			(8) Staff remuneration	\$2,500	\$2,500
Integrate and map the community resilience values into the exposure layers			(8) Staff remuneration	\$2,500	\$2,500
CCC Assistance with Exposure Mapping			(13) In-Kind		\$2,500
CCC Assistance with Vulnerability & Resiliency Value Assessment			(13) In-Kind		\$2,500
[Add task description here]					\$0
[Add task description here]					\$0
[Add task description here]					\$0
[Add task description here]					\$0
[Add task description here]					\$0
[Add task description here]					\$0
[Add task description here]					\$0
[Add task description here]					\$0
[Add task description here]					\$0
[Add task description here]					\$0
[Add task description here]					\$0
Subtotal				\$10,000	\$5,000
Activity 4:	01-10-2026	01-01-2027			
Climate Risk Reporting					
What we heard summary from engagement sessions			(7) Services	\$3,000	\$3,000
Write the Climate Risk Report			(8) Staff remuneration	\$10,000	\$10,000
Review and edit Climate Risk Report			(13) In-Kind		\$2,000
[Add task description here]					\$0
[Add task description here]					\$0
[Add task description here]					\$0
[Add task description here]					\$0
[Add task description here]					\$0
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[Add task description here]					\$0
[Add task description here]					\$0
[Add task description here]					\$0
[Add task description here]					\$0
Subtotal				\$13,000	\$2,000

Activity 5:	04-01-2027	31-03-2027				
Adaptation Plan						
Assist with Adaptation Plan writing from the Climate Risk Assessment Findings			(8) Staff remuneration	\$6,800		\$6,800
Review and edit Adaptation Plan			(13) In-Kind		\$1,000	\$1,000
[Add task description here]						\$0
[Add task description here]						\$0
[Add task description here]						\$0
[Add task description here]						\$0
[Add task description here]						\$0
[Add task description here]						\$0
[Add task description here]						\$0
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[Add task description here]						\$0
[Add task description here]						\$0
[Add task description here]						\$0
[Add task description here]						\$0
[Add task description here]						\$0
Subtotal				\$6,800	\$1,000	\$7,800
Total – All activities				\$87,500	\$15,000	\$102,500

Note: The costs under 'Total - All activities' are rounded down to the nearest \$100.

Total eligible costs \$87,500

Contingency costs: Have you included room for contingencies in some or all of your task costs? Please explain.
 A 10% contingency has been applied to each line item

Other notes:
 [Add any other relevant details about your work plan and budget here]



Document #	D25-105
Rec'd by	
Date	November 13, 2024
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www.cleanfoundation.ca

November 13, 2024

RE: Local Leadership for Climate Adaptation – Municipality of the District of Barrington

To Whom it May Concern,

I'm writing this letter on behalf of Clean Foundation to express our support for and intention to collaborate on the Municipality of the District Barrington's application to Green Municipal Fund's Local Leadership for Climate Adaptation initiative. We look forward to supporting the Municipality of the District of Barrington through their existing participation in our Community Climate Capacity (CCC) program, in which we work to create capacity to mitigate climate change and adapt to its impacts across communities in Nova Scotia.

Clean Foundation promotes green solutions for today – and supports the environmental leaders of tomorrow. We are a Nova Scotia-based independent, non-governmental environmental charity that began in 1988. Our passion is providing the knowledge, tools and inspiration needed to encourage actions that lead to positive environmental change. We support the fair transition to a cleaner economy and greener society. To achieve this, we work collaboratively with our many partners to:

- Create community capacity for climate change mitigation and adaptation
- Reduce energy poverty
- Promote social equity and support historically marginalized communities
- Develop the clean economy workforce
- Protect the natural environment
- Educate and promote action on climate change

Clean Foundation is working with Municipality of the District of Barrington through Clean's CCC program over the next three years. We are committed to supporting the Municipality of the District of Barrington and the "Climate Risk Assessment and Capacity Development in the Municipality of the District of Barrington" project application to the Local Leadership for Climate Adaptation initiative through CCC program staff capacity, including a Climate Lead dedicated to assisting the Municipality of the District of Barrington with both their mitigation and adaptation work. Further, the learnings from Municipality of the District of Barrington's LLCA project can be shared through Clean Foundation's extensive municipal network, across Nova Scotia and Prince Edward Island. The application for the Climate Risk Assessment and Capacity Development project to the LLCA initiative will undoubtedly have an impact on communities across the Maritimes' ability to adapt to a changing climate.

We are delighted to be working alongside the Municipality of the District of Barrington through our CCC Program to create climate capacity in their communities. The Municipality of the District of Barrington's Climate Risk Assessment and Capacity Development project will allow them to become more resilient to climate change impacts. Our team at Clean Foundation is confident in the future of this work together and its importance to communities across Canada.

Sincerely,

Scott Skinner
President & CEO
Clean Foundation

Dartmouth
90 Alderney Drive
Dartmouth, NS, B2Y 4S8

Dartmouth
126 Portland Street
Dartmouth, NS, B2Y 1H8

Sydney
37 Nepean Street, Suite 202
Sydney, NS, B1P 1J2

Charlottetown
119 Kent Street, Unit 615
Box #1
Charlottetown, PE, C1A 1N3



Town of Shelburne
Staff Report
 Roger Grovestine Recreation Complex
 Court Resurfacing - RFP
 May 5th, 2025

Document #	
D25-106	
Rec'd by	
JO	
Date	
May 1/25	
COPIES TO:	
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Purpose:

This report is intended to provide Council with background information regarding the resurfacing of the pickleball/tennis courts at the Roger Grovestine Recreation Complex and to seek approval to award the contract under the recent Request for Proposal (RFP).

Background:

The revitalization of the Roger Grovestine Complex has been a strategic priority for Council over the past few years. Following the formation of a Tennis/Pickleball Society, the group agreed to maintain the court. The Town successfully secured \$100,000 in external grant funding and is contributing an additional \$50,000 to initiate Phase One of the Complex’s revitalization.

As part of this first phase, the Town issued a Request for Proposal (RFP) for the resurfacing of the pickleball/tennis courts on March 27th, 2025, with a closing date of April 10th, 2025. Two proposals were received—from Pro Sport Surfacing Inc. and Bourassa Sport Technologie. Staff met to go over the proposals. Both companies, based in New Brunswick, proposed comparable designs using the same surfacing product and have strong reputations with excellent reviews.

Pro Sport Surfacing Inc. submitted a total price of \$94,750.00 plus tax, while Bourassa Sport Technologie submitted a price of \$109,000.00, plus tax. One proposal, therefore, stood out as more cost-effective and offered a shorter project timeline. The estimated completion date for the resurfacing project is July 16th, 2025.

Recommendations:

THAT Council directs staff to award the RFP contract to Pro Sport Surfacing Inc. for the resurfacing of the pickleball/tennis courts at the Roger Grovestine Recreation Complex in the amount of \$108,962.50.

Respectfully Submitted,

Dana Nash
 By-law Officer, Town of Shelburne



Document #	
D25-107	
Rec'd by JD	
Date Apr. 29/15	
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Council	✓
Agenda	✓
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	ONGOING.

Calls for Service (March 1 to March 31): 2025

1. **25-012. Service Request:** Responded to a concerned resident over a dangerous and unsightly property on Water St. Spoke with property owner arrangements have been made to remedy issue. **RESOLVED.**
2. **25-013. Service Request:** Addressed a Dangerous and Unsightly complaint for a property on Elliott St. Letter issued, will follow up once time has expired as per our policy. **ONGOING.**
3. **25-014. Service Request:** Investigated a report of dead chickens in a coop on Hammond St. Spoke with property owner, advised them of the Land Use By-law Sec. 37, "Keeping of Farm Animals", chickens and coop were removed. **RESOLVED.**
4. **25-015. Service Request:** Responded to a dog complaint on Mowatt St. Will do more frequent patrols of Mowatt St. **RESOLVED.**
5. **25-016. Service Request:** Addressed a complaint of vehicle parking in handicap space on John St. Parking warning issued. **RESOLVED.**
6. **25-017. Service Request:** Received a notice from RCMP about a dog attacking a cyclist on King St. Upon investigating incident, the cyclist was knocked off bike, some damage to bike. No injuries to biker. Advised dog owner of Dog By-Law and to ensure dogs are kept in yard. **RESOLVED.**
7. **25-018. Service Request:** Fielded a question from property owner about a "squatter" on their property. Responded to property owner that The Town of Shelburne doesn't deal with squatter issues. Advised owner to contact RCMP. **RESOLVED.**

Assignments:

1. Working on the review of by-laws and policies.
2. Working on Special Constable Appointment.

Summary of Additional By-Law Officer Duties and Outcomes:

1. **Complaint, 24-033, 24-071 and 25-011: ONGOING.**
2. **Complaint, 24-063: RESOLVED.**
3. Assisted in small IT tasks with support from G23 Technologies.
4. Noise By-law successfully amended, received approval from Province.

Respectfully submitted,

Dana Nash