



Region of Queens Municipality

Operational Policy No. 11 – Community Investment Fund

BE IT ENACTED by the Council of Region of Queens Municipality, under the authority of the Municipal Government Act, S.N.S. 1998, Chapter 18, as follows:

This policy shall be known as Operational Policy No. 11 and may be cited as the "Community Investment Fund Policy".

POLICY PURPOSE

11.1 It shall be the policy of Region of Queens Municipality to have a standard process for investing in community endeavours including infrastructure, programs and people. This policy enables Region of Queens Municipality to effectively address funding requests from registered Community organization in Region of Queens Municipality seeking assistance for new or improvements to existing infrastructure, new program and service delivery or enhancements to current offerings, travel for individuals and teams positioned to represent Region of Queens Municipality, and investment in leadership training opportunities for new or existing community leaders. Built on the belief that impactful ideas often start at the grassroots level, Region of Queens Municipality's goal is to provide a strategic and meaningful investment in projects that are inclusive of all people, improve shared spaces, and foster long-term community resilience, and build capacity – in accordance with established policies and procedures.

AUTHORITY

11.2 Section 47 of the *Municipal Government Act* provides that:

- (1) Council shall make decisions in the exercise of its powers and duties by resolution, by policy or by by-law.
- (3) In addition to matters specified in this Act or another Act of the Legislature, the council may adopt policies on any matter that the council considers conducive to the effective management of the municipality.

POLICY APPLICATION

11.3 This policy applies to individuals residing in Region of Queens Municipality, and community organizations and societies currently registered with the Nova Scotia Registry of Joint Stock Companies or incorporated under an Act of the Nova Scotia Legislative Assembly, whose purposes relate to one or more of the following areas: athletics, education, environment, culture, community development, recreation, sport, heritage, or social activities within.

INTERPRETATION

11.4 In this policy:

“Applicant” means the person or organization submitting the application for funding; including an authorized agent for an organization or parent / guardian of a minor;

“CAO” means Chief Administrative Officer of Region of Queens Municipality;

“Council” means Council of Region of Queens Municipality;

“Officer” means Community Economic Development Officer;

“Fund” means Community Investment Fund; and

“Investment” means a financial contribution approved under this policy used for the sole purpose of community benefit or leadership training, where no part of the investment is for salary or wages.

ELIGIBILITY CRITERIA

- 11.5** Organizations and individuals that wish to access funding from the Fund shall be required to submit a hard or electronic copy of the completed application in the prescribed application form, including the required documentation, as noted on the application form.
- 11.6** Applicants who fail to submit all required documentation will experience delays in application processing and may be deemed ineligible for funding under this policy.
- 11.7** Applications for Operating Investment Funds are required to be submitted by February 28 annually, after which, applications are open for Capital, Event, Tournament, Training, and Travel Assistance Investment and will be accepted throughout the year, until available Funds are exhausted. No funding decisions are made until Council has completed fiscal budget approval for that year.
- 11.8** Registered application organizations must be based within Region of Queens Municipality or conduct significant activities to benefit residents of Region of Queens Municipality to be eligible for funding under this Fund, provided all other terms and conditions of this policy are met. Individual Applicants must currently be permanent residents of Region of Queens Municipality or be away at school with a plan to return to Region of Queens Municipality at the end of the current school year.
- 11.9** Provincial and Federal government departments and agencies, political groups, and organizations who receive more than 90% of their funding annually from these agencies are not eligible for funding under this Fund.
- 11.10** Organizations or individuals are welcome to reapply to the Fund within the same fiscal year, provided the prior application file is closed, with eligibility to receive up to a maximum of \$1,000 within that same fiscal year.
- 11.11** Organizations are ineligible for funding if they have made financial contributions to other groups or individuals in the past two fiscal years, apart from small donations or payments for services received. This includes scholarships, bursaries, donations, or any form of third-party financial support.
- 11.12** Expenses that are ineligible for funding include salaries, wages, mandatory employment-related costs, honorariums, and in-kind

contributions (with the exception of capital investments outlined in section 11.19 of this policy), legal fees, surveying, land purchase, design fees, landscaping, prizes/giveaways, food and beverages, and Harmonized Sale Tax (HST).

- 11.13** Any projects, events, training or travel that were started or completed before receiving approval from this Fund are ineligible for funding, with the exception of the Training Investment Fund, at the discretion of the Officer. Training investments are made upon successful completion of the training program.
- 11.14** Applications will be accepted on an on-going basis until all funding available has been committed, excluding Operating Investments which have an established deadline. All approved applications must complete their infrastructure work, events/tournament, training, or travel and submit their final report and claim for payment prior to March 31st of the approved fiscal year. Claims submitted after this time frame will not be accepted nor will they be eligible for funding. Approved Operating Investments must submit their Final Report on the prescribed form, along with receipts for all approved eligible expenses (net of HST) prior to January 31st of the approved fiscal year.

DECISIONS

- 11.15** Eligible funding requests of \$5,000 or less are subject to approval by the Officer overseeing the Fund. All funding approvals made within this threshold will be reported to Council every month by the Officer.
- 11.16** Eligible funding requests over \$5,000 up to \$10,000 are subject to approval by the CAO, based upon a Staff Report with a recommendation from the Officer. All funding approvals made within this threshold will be reported to Council every month by the Officer.
- 11.17** Eligible funding requests over \$10,000 are subject to approval of the Council, based upon a Staff Report with a recommendation from the Officer.

FUNDING DISPOSITION

11.18 Funding for all approvals shall be dispensed according to the following criterion:

- a) Applicants must demonstrate proof that their required portion of funds are secured for the completion of their project within the current fiscal year before Community Investment Funds will be released.
- b) A Final Report shall be provided to the Municipality no later than March 31 outlining how the funds were used and sharing the community impact made, to be eligible future funding. Any funds not used according to how the application was submitted and approved, and how the percentage allocation was determined, must be reimbursed to the Municipality by March 31 of the current fiscal year. No Final Report is required for investments of \$500 or less.
- c) For funding approvals of \$500 or less, one hundred percent (100%) of the funded amount will be issued to the Applicant upon approval. For investments over \$500, eighty percent (80%) of the funding will be provided upon approval. Upon receipt of the Final Report, the remaining twenty percent (20%) will be disbursed. Applicants that do not provide this report will not receive the final twenty percent (20%) of funding and will not be eligible for future funding.
- d) Where an investment has been made and the final reporting documentation show eligible expenses are less than what was supplied in the proposed budget of the application, the final twenty percent (20%) of funding will be recalculated and reduced or not released based on the actual eligible expenses. Funding is not revised with over expenditures.
- e) If an Applicant changes the scope of operations during the funding fiscal year or chooses not to complete the items included in their original approved request, the Municipality must be made aware of those changes immediately, and in advance of the Final Report deadline to avoid potential repayment of any portion of advanced funds.

COMMUNITY INVESTMENT FUND PILLARS

11.19 Capital Investment Funds

Organizations are eligible for Capital Investment Funds under three categories:

- a) Up to twenty-five percent (25%) funding of eligible expenses for new capital community infrastructure, to a maximum of \$100,000;
- b) Up to fifty percent (50%) funding of eligible expenses for alterations or improvements to existing community infrastructure that will prolong the life of the facility at least 10 years or significantly increase usage, to a maximum of \$50,000; or
- c) Up to twenty-five percent (25%) funding of eligible expenses for new capital community infrastructure planning or feasibility studies, to a maximum of \$10,000.

The Capital Investment Fund is the only pillar of the Fund where in-kind contributions are eligible for consideration. In-kind contributions related to these projects are eligible up to a maximum funding of \$1,000, using the funding percentages as set out in the categories above. In-kind contributions include the donation or discounting of goods and services, or volunteer time, specific to an expense outlined in the capital project budget. All labour rates for in-kind contributions are calculated at \$20.00 per hour. The amount of projected in-kind support must be included in the original request.

11.20 Operating Investment Funds

Organizations are eligible for Operating Investment Funds under three categories:

- a) Up to \$10,000 annually for organizations that own their own facility or have a long-term lease of five years or more, where the programs or services are well established and open to all members of the public;
- b) Up to \$5,000 annually to assist community organizations with financial support to offer year-round programs, or services to residents of Region of Queens Municipality and visitors that highlight and advance the local culture, heritage, sport,

recreation, community, or social development in a sustainable and inclusive manner; or

- c) Up to \$1,000 annually to assist community organizations with financial support to offer new or expanded programs, or services seasonally for residents of Region of Queens Municipality, or to support long-standing programs or services that have been operating for more than five years.

11.21 Event & Tournament Investment Funds

Organizations are eligible for Event Investment Funds under three categories:

- a) Up to ten percent (10%) funding of eligible expenses for events where the budget exceeds \$150,000;
- b) Up to twelve and one-half percent (12.5%) funding of eligible expenses for events where the budget is between \$20,000 and \$149,999; or
- c) Up to twenty percent (20%) funding of eligible expenses for events where the budget is up to \$19,999.

Organizations are eligible for Tournament Investment Funds under the following category:

Up to \$500 annually for teams or organizations to host tournaments, championships, or competitions, where the event is being hosted within Region of Queens Municipality and is open to the public.

11.22 Training Investment Funds

Individuals and organizations are eligible for Training Investment Funds under two categories for registration fees only.

Up to fifty percent (50%) funding for new leadership or training programs or services, to a maximum of \$1,000, where the training is deemed to be unavailable in Region of Queens Municipality at the time of the application, or the Applicant plans to service an underserved area, and the Applicant agrees to offer the training up to two times or two sessions free of charge to the Municipality at the discretion of the Officer; or

Up to twenty-five percent (25%) funding for new leadership or training programs or services, to a maximum of \$500, where the training would benefit current programs and services in Region of Queens Municipality at

the time of the application and the Applicant agrees to offer the training up to two times or two sessions free of charge to the Municipality at the discretion of the Officer.

11.23 Travel Assistance Investment Funds

Individuals and organizations are eligible for Travel Investment Funds for events that do not require a registration or entry fee. The applicant may be either the sanctioned governing body, or a team or individual who provides a letter from the sanctioning governing body confirming their earned invitation to compete at the event.

- a) Up to \$550.00 for individuals that have earned the right to represent Region of Queens Municipality, Nova Scotia, or Canada at provincial, national, or international tournaments, championships or competitions, as set out in the table below; or
- b) Up to \$1000 for teams that have earned the right to represent Region of Queens Municipality, Nova Scotia or Canada at provincial, national or international tournaments, championships or competitions, as set out in the table below; or
- c) Up to \$550.00 to a resident of Region of Queens Municipality, Nova Scotia that has earned the right with a team that is based outside of Region of Queens Municipality and where that level of competition is not available in Region of Queens Municipality, to compete at provincial, national or international tournaments, championships or competitions, as set out in the table below.

Mainland Nova Scotia (minimum 150 km round trip)	\$200.00 per individual; or \$350.00 per team
Cape Breton, Prince Edward Island, New Brunswick, Newfoundland, Quebec, or Ontario	\$300.00 per individual; or \$550.00 per team
Manitoba, Alberta, Saskatchewan, or British Columbia	\$400.00 per individual; or \$750.00 per team
Yukon, Northwest Territories, Nunavut, or International	\$550.00 per individual; or \$1000.00 per team

REPEAL

11.24 This Policy repeals and replaces *Operational Policy No. 11 – Community Investment Fund* as previously adopted by Council on January 14, 2020.

VERSION LOG

Version Number	Amendment Description	Amendment/Policy Owner	Approved By	Approval Date
1.0	Creation of Policy	N/A	Council	2020-01-14
2.0	Housekeeping edits and formatting	Municipal Clerk	N/A	N/A
3.0	Amendments to Policy	Community Economic Development Officer	Council	2026-01-27

OFFICIAL CERTIFICATION

THIS IS TO CERTIFY THAT this policy was passed by the Council of Region of Queens Municipality at a duly constituted meeting of said Council held on the 27th day of January 2026. SIGNED by the Mayor and Municipal Clerk this 29th day of January 2026.

Scott Christian
Mayor

Angela Green
Municipal Clerk