

HEALTH AND WELLNESS (DHW) VALUES: NOVA SCOTIA WORKING TOGETHER TO MAKE OUR PROVINCE A SAFE AND HEALTH PLACE IN WHICH TO LIVE, WORK AND PLAY.

HPP & PHYSICAL ACTIVITY, SPORT & RECREATION (PASR) ARE COMMITTED TO INCREASING PHYSICAL ACTIVITY THROUGH THE PROVISION OF LEADERSHIP IN POLICY DEVELOPMENT, SUPPORT TO THE LOCAL AND PROVINCIAL SPORT AND RECREATION DELIVERY SYSTEM, AND COLLABORATION WITH SERVICE-PROVIDING PARTNERS, OTHER GOVERNMENT DEPARTMENTS AND OUR FEDERAL/PROVINCIAL/TERRITORIAL COUNTERPARTS

(Department of Health Promotion and Protection 2006-07 Business Plan)

PLANNING ASSISTANCE PROGRAM

PROGRAM DESCRIPTION: Increased access to sport and physical recreation facilities has a positive effect on the health of our population. The Department of Health and Wellness plays a role in the development of these across Nova Scotia through the Recreation Facility Development Program. This Program assists community groups municipalities and other 'not for profit' organizations to develop facilities in order to increase public participation in sport and physical recreation.

The construction of sport and physical recreation facilities represents a substantial investment by the community, the municipalities and other levels of governments. It is vital, therefore that decisions concerning the provision of facilities is based on the best information available. More and more of this information is of a specialized nature beyond the expertise of community organizations with little or no experience of facility development.

The Planning Assistance Program assists community organizations and municipalities in obtaining professional assistance in planning, designing and researching proposed and existing sport and physical recreation facilities.

GOALS

The goals of the Planning Assistance Program include:

- Increase and broaden sport and physical recreation opportunities for the greatest number of citizens in a geographic area (community or region) through the improvement of existing facilities and the development of new facilities
- Encourage a planned approach to the development of sport and physical recreation facilities
- Improve the safety of users of sport and physical recreation facilities by helping facility owners meet provincial and/or national standards, regulations or guidelines
- Improve opportunities for groups within the community that traditionally face difficulties in accessing facilities for the purpose of participating in sport and physical recreation

- Include public participation in the planning process
- Encourage cooperation among groups within a community or region
- Create a fair balance in the provision of facilities for all communities
- Develop facilities that are feasible and sustainable
- Contribute to the capacity for increased event hosting

ELIGIBILITY

Eligibility criteria for the Planning Assistance Program include:

- 1) **Eligible Applicants:**
Organizations must be eligible for assistance under the Recreation Facility Development Program
- 2) **Eligible Projects:**
 - a) **General facility planning** including needs assessments, feasibility studies, business plans, master plans and facility operations plans
 - b) **Schematic Design** for proposed new or renovated facilities. Schematic design illustrates the scale and character of a project showing how the parts of the project relate to each other. This work includes preliminary costs estimates. The preparation of detailed design or construction documents are

PRINCIPLES

The principles that guide the Planning Assistance program are:

- Preservation and enhancement of needed existing sport and physical recreation infrastructure
- Reflect recent trends, activity patterns and shifting demographics
- Design facilities for multiple uses

eligible under main capital program and therefore are not funded under the Planning Assistance program.

- c) **Building Audits** forecast the replacement of building components by professional consultants and result in the development of a Life Cycle Plan for a facility
- d) **Research** involve projects which have province wide application e.g. alternate energy sources; new directions in operation, maintenance and use

3) Eligible Costs:

- a) Generally, for each of the eligible projects describe above, funding is available for up to 50 percent of the total cost of that project to a maximum of \$5,000. In special cases, the amount may vary. Examples of special cases include planning for projects greater than \$10 million or inter-municipal planning requiring technical multi-disciplinary approaches

FUNDING

- Project approved for funding are eligible to receive up to 50 percent of the total cost of the planning project.
- Funding received from other provincial government organizations such as the Office of Economic Development or the Department of Tourism & Culture can affect the amount of the grant awarded by Health and Wellness. Our program policy requires that Provincial government funding for a project cannot exceed 50 percent of the project's total cost

APPLICATION PROCEDURE

1. Prospective applicants are encouraged to contact the Regional Representatives office in their area. In addition to assisting applicants directly with their applications,

regional representatives provide important, relevant information on other Departmental programs and staff

2. For a definitive description of the work to be done by the consultant, a copy of the Terms of Reference or Request for Proposals prepared by the applicant and a copy of the proposal from the project consultant must be attached to the completed Planning Assistance application .

PAYMENT OF GRANTS

- A *Letter of Agreement* will be sent to each successful applicant. This form must be returned to the Regional Office prior to the payment initial grant installment.
- If, for any reason, an organization is unable to proceed with a project, or needs to make substantial changes to a project as outlined in the application and in the Minister's letter of commitment, PASR must be informed in writing as soon as possible. Changes to the purpose of the project are not permitted without prior approval from the PASR staff.
- The recipient must recognize PASR of DHW's contribution in local media or promotional coverage of a funded project.
- A copy of the final report together with a copy of the paid consultant's invoice must be submitted to the Department before final payment of the approved grant.

PLEASE PROCEED TO CONTACT YOUR REGIONAL REPRESENTATIVE OR CENTRAL OFFICE FOR FURTHER DIRECTION ON THE APPLICATION PROCESS (SEE ATTACHED TABLE).

For more information contact Nova Scotia Health Promotion and Protection, Physical Activity, Sport and Recreation or visit our website at: <http://www.gov.ns.ca/hpp/>

Region	Counties	Staff Contact	Phone/Email
Cape Breton	Cape Breton, Inverness, Richmond, Victoria	Larry Maxwell	larry.maxwell@gov.ns.ca 563-2380
Central	Halifax	Carol Davis-Jamieson	davisjcm@gov.ns.ca 424-7622
Fundy	Colchester, Cumberland, East Hants	Jim Campbell	jim.campbell@gov.ns.ca 893-6215
Highland	Antigonish, Guysborough, Pictou	Gerard MacIsaac	gerard.macisaac@gov.ns.ca 863-7380
South Shore	Lunenburg, Queens, Shelburne, Yarmouth	Debby Smith	smithde@gov.ns.ca 543-5000
Valley	Digby, Annapolis, Kings, West Hants	Mike Trinacty	trinacme@gov.ns.ca 679-4390
Provincial Office	Provincial sport and recreation groups: contact their staff liaison. Other provincial groups call the Halifax office.		srcinquiries@gov.ns.ca 424-7512 or 1 866-231-3882