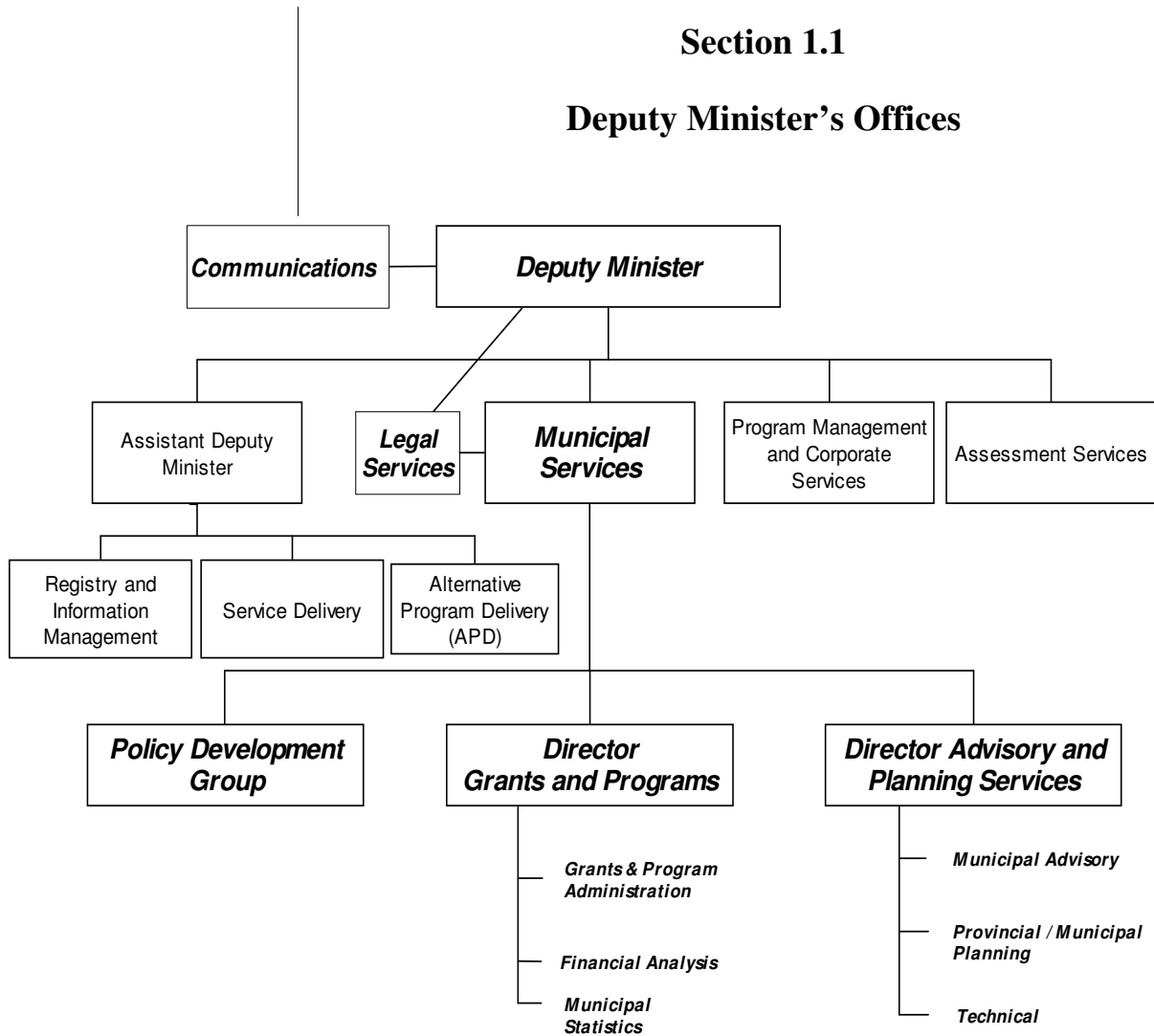


## Section 1.1 Deputy Minister's Offices



### Deputy Minister's Office

The Deputy Minister of Service Nova Scotia and Municipal Relations is the senior public servant in the Department and reports to the Minister. The Deputy Minister's Office provides services necessary to support the Minister, the Deputy Minister and the Department.

The Department's five core businesses are consistent with its five divisions. The Department is organized on a matrix basis, meaning that it is organized around the function being performed such as service delivery or program management rather than on a sectoral or client

basis. The discussion below provides the major roles and functions (responsibilities) of each core business.

**1. Municipal Services** provides planning and advisory services related to municipal matters to the government and on behalf of the government to municipalities. The core business also operates many of the grant and other financial support programs offered to municipalities.

Programs within the Division include advice and support to municipalities in the areas of administration and finance and land use planning. The Division administers grant and financial programs for municipalities such as the Equalization Program and the Grants-in-Lieu of taxes program. In addition it also administers programs such as the Canada-Nova Scotia Infrastructure Program, the Community Accessibility Program and Community Transportation Assistance Program, and the Provincial Capital Assistance Program.

Benefits derived from this business unit include municipalities that are more effective in their governance role and their ability to provide services to citizens, that are more financially viable, and able to support development which will provide long term benefits to the entire province.

**2. Program Management and Corporate Services (PMCS)** has responsibility for most of the programs offered by the Service Nova Scotia and Municipal Relations. This includes providing strategic direction for program development, enforcement and public awareness. The Division is also accountable for related legislation, regulations and policies necessary for each program as well as for human resource support.

Currently, major program areas and activities of this core business include the Provincial Tax Commission, the Registry of Motor Vehicles, Registry of Joint Stock Companies, Residential Tenancies, Corporate Collections, Consumer and Business Policy, Driver Safety, Corporate Development, and Audit and Enforcement in several program areas.

Benefits of these programs include a reduction in the number of deaths and injuries due to safer driving behaviour on provincial roads, a fairer and more efficient tax collection system, better consumer protection,

more effective program management by the Department, improved compliance by business with licensing requirements, optimized revenue collection by the Department on behalf of government and other departments, and a healthier and safer workplace for Department employees.

**3. Service Delivery** is responsible for delivering the programs and services offered by the Department. Service Delivery provides the majority of the direct interaction with customers on behalf of the Department. It is also responsible for the Department Call Centre, Access Nova Scotia and Registry of Motor Vehicle offices across the province, along with managing the e-service channel. Major programs delivered by this core business include the Registry of Motor Vehicles, Residential Tenancies, Debtor Assistance and the Registry of Joint Stock Companies.

Benefits of this core business include easier access to an ever expanding number of information and other services offered by the Department on behalf of government. This is accomplished through either electronic or physical means which provide more timely responses to service requests and better quality service in terms of accessibility of the information required.

**4. Registry and Information Management Services (RIMS)** is responsible for registering and processing public records related to land, businesses and individuals. It is also responsible for the geographic information holdings of the Province and is the application and system owner of the Department's major databases.

This division operates or provides operational support to a number of registries including the Registry of Deeds, Personal Property Registry, Vital Statistics, the Registry of Joint Stock Companies and the Nova Scotia Business Registry. It leads the Province's strategy for geographic information management including developing, maintaining and distributing Nova Scotia's primary geographic information. Other major back office activities include processing for a number of programs offered by the Department such as fuel, tobacco and vehicle dealer registrations as well as support to programs offered by other departments including *Wildlife Act* licensing programs on behalf of the Department of Natural Resources and registrations on behalf of the Workers Compensation Board.

Benefits from the operation of this core business include improved efficiency in the provision of registration and processing functions on behalf of Departmental programs and external program owners, enhanced integrity and security around the information holdings of the Department, improved quality of the data contained in the holdings, easier access to that information and increased ability to share data with other government departments and agencies.

**5. Alternative Program Delivery (APD)** is responsible for the development of partnerships to deliver services on behalf of other government departments and to manage arrangements with non-government agencies to deliver services on behalf of government. Opportunities for delivery of other government services by SNSMR include transferring certain licensing and permitting functions from the Departments of Environment and Labour and on-line licence renewals with two departments as well as partnerships with several municipalities.

APD is examining, in consultation with municipalities, other delivery models for the provincial assessment program. The APD Division also delivers the Assessment Services program on behalf of the Department. Assessment Services is responsible for delivering an annual assessment roll to each of the 55 municipalities in compliance with the *Assessment Act*. The assessment roll is used by municipalities to generate revenue for services delivered by them, and the uniform assessment is used to calculate municipal contributions towards education, corrections and the distribution of provincial grants to municipalities. Legislation also requires assessment notices to be delivered annually to each property owner and to provide for an assessment appeal mechanism. The major activities in the assessment area include preparation of the annual assessment roll, a property inspection program, an appeal process, client relations and technology support.

Benefits of alternate program delivery include better quality, cost effective services being delivered to Nova Scotians and a more effective and efficient use of public resources. The Assessment section provides municipalities with a reliable and stable basis to generate revenue to fund the services required by the citizens of municipal units.

### **Additional Department functions**

In addition to the five core business sectors, other important areas of Service Nova Scotia and Municipal Relations include:

#### **Communications**

Communications coordinates the Department's internal and external communications and media relations activities. These activities include:

- strategic planning of communications programs to support the goals and objectives of the Department
- advising the Minister, Deputy Minister and senior officials on communications issues and strategies
- issues management, identifying stakeholders and their positions on issues
- media relations, including preparing news releases, responding to media enquiries, monitoring and analyzing coverage of the Department and issues related to it
- media training for Department spokespersons to prepare them for dealings with the media
- writing speeches and speaking points for the Premier, the Minister, the Deputy Minister and senior officials; developing electronic presentations to support speeches
- preparing House statements and resolutions for the Minister
- managing the Department's advertising
- counselling other divisions and agencies in the Department with their communications needs.

Contact: Director of Communications (902) 424-6336

**Legal Services** provides guidance in the preparation and interpretation of legislation, and acts as a legal counsel to the Minister and the Department. Their activities include:

- drafting and reviewing new legislation
- representing the Department and the government in hearings and litigation
- reviewing, and approving Department contracts
- reviewing, preparing and approving Department regulations, Government-in-Council regulations, and reports and recommendations
- advising the Minister, Deputy Minister and Department staff on legal issues related to their functions

- assisting municipal solicitors with municipal law topics
- maintaining a by-law registry for use by municipalities and Department staff
- updating the Municipal Election Guides and advising the Municipal Elections Officer
- liaising with the legal community and stakeholder groups on legislative issues
- staying up-to-date on how other jurisdictions deal with legal issues facing the Department
- serving on Department, inter-department and inter-governmental committees
- delivering workshops, training, presentations and speeches on municipal law issues
- drafting letters related to legal issues for the Minister's and Deputy Minister's signatures

Contact: Please direct questions through your Municipal Advisor.

For further information on any of the services provided by Service Nova Scotia and Municipal Relations contact our head office reception desk at 424-4141.

## Section 1.4

### Municipal Finance Corporation

The Nova Scotia Municipal Finance Corporation (MFC) was established by an Act of the Legislature of the Province of Nova Scotia in 1979. The MFC concept is widely used in Canadian provinces and American states as a cost effective, efficient means of raising long term debenture funds to finance municipal capital projects. Studies have shown that smaller municipalities with lower credit ratings receive the greatest interest savings from MFC participation and that all municipalities can benefit from savings in the cost of administration on outstanding debenture issues.

The Corporation's purpose is to provide low cost financing to its clients which includes municipalities, municipal enterprises, school boards and hospitals. All municipalities, municipal enterprises and school boards must finance, and hospitals may finance their external capital requirements through the Corporation. Exceptions occur for capital projects funded directly by the Province of Nova Scotia (e.g., most school board capital projects), short term financing, and certain projects for which funds may be borrowed from other governments. Under current provincial policy, the Corporation funds municipal and municipal enterprise capital projects and some school board projects.

The affairs of the Corporation are managed by a Board of Director's appointed by the Governor-in-Council. Forty percent are appointed on the recommendation of the Union of Nova Scotia Municipalities. The full time staff of the Corporation receives support and resources from the provincial Departments of Finance, Justice, and Housing and Municipal Affairs.

As of the 1999/2000 fiscal year end, the Corporation had \$616,943,000 in debenture issues and \$612,502,241 in loans outstanding. Debentures and loans are directly administered by staff of the Corporation, with assistance from the Nova Scotia Department of Finance. In addition, the Corporation administered a sinking fund trusts valued at \$100,319,585, as of the end of the 1999/2000 fiscal year, on behalf of municipal units for non-serial issues.

#### **Mission**

“To utilize credit enhancement and debt pooling techniques to meet clients' approved funding requirements at the lowest possible cost.”

This is achieved through the issuance of debentures. The Corporation pools municipal borrowing requirements which eliminate the need for individual municipalities to negotiate and administer their own debenture issues. Under the MFC arrangement, the debt issuance functions remain in

the public sector domain.

The benefits (both in terms of interest rates and administration of issue expenses) of pooling individual municipal capital borrowing requirements would be lost if each municipal unit was to access the market directly. If the Province were to raise the funds and make loans directly to municipal units, the function would become provincial and not municipal.

The formation of the MFC was initiated by the 1975 "Proposal for Municipal Reform" study sponsored by the Union of Nova Scotia Municipalities. Forty percent of the Board of Director's is appointed on the recommendation of the UNSM, a reflection of the desire to have strong municipal representation in the affairs of the Corporation.

### **Strategic goals**

- A. To work with clients, the Province and the investment community in providing capital financing to our clients at the lowest cost of funds available for their particular debt structure and timing needs.
- B. To explore and develop new methods and products for meeting the needs of our clients through contact with the investment community, the public sector and academic research.
- C. To promote responsible and professional approaches to municipal capital project planning and financing (jointly with Service Nova Scotia and Municipal Relations).
- D. To prudently manage all financial aspects of the Corporation; including credit risk and asset/liability management.

### **Core business functions**

- A. Providing low-cost funds to clients
  - 1. Provide financing for clients' approved funding requirements by pooling these requirements and issuing debentures. Separate issues can be arranged for single capital projects in amounts sufficient to permit a public issue, provided they do not preclude a pooled issue for other clients.
  - 2. Administer debt issues and loans to further reduce client borrowing expenses. This involves the collection and administration of loans from clients and the payment of interest and principal on debentures outstanding. Other administrative functions include the management of computerized loan and debenture systems, the issuance of income tax receipts to investors, budgeting, accounting, reporting, and

office administration.

3. Administer sinking fund trusts on behalf of clients. A number of the outstanding debenture issues are of the bullet type, with no principal payments until the end of the term. Sinking fund trusts exist for each of these debenture series and these trusts are administered by the Corporation. The administration includes security purchases, administration of investment income from securities held, analysis of the adequacy of current levels of installment payments to meet loan repayment requirements at maturity, fund valuation at year-end and at maturity, reporting and accounting.
- B. Explore improved methods and products in meeting client needs
1. Maintain communication links with the investment community, public sector finance practitioners and academics and carry out research as required to enable the Corporation to respond to changing client needs.
  2. Prepare and review policy recommendations regarding the Corporation's use of financial innovation techniques and instruments.
  3. Assist local governments in evaluating alternative methods of raising capital project financing including partnerships with the private sector.
- C. Encourage municipal government to adopt and maintain a professional approach to capital project planning and finance.
1. Educate municipal clients on the topic of capital finance through seminars and field visits.
  2. Work with Service Nova Scotia and Municipal Relations in promoting an informed and responsible approach to capital planning and finance.
- D. Prudent financial management
1. To ensure that an acceptable process is in place for evaluating the credit worthiness of the loans made by the Corporation.
  2. To ensure the Corporation's assets and liabilities (as well as those it manages in trust) are matched in both amount and duration.

## Priorities

### A. Providing low-cost funds to clients.

- To meet all approved requests for debenture funding by issuing up to \$100,000,000 in debentures and on-lending a similar amount to municipal units and enterprises.
- To meet the capital funding needs of non-municipal borrowers when requested to do so by the Province of Nova Scotia.
- To meet all requests for short-term financing pending issuance of a debenture.
- To administer \$670 million in outstanding debentures which includes the payment of debenture interest.
- To administer \$670 million in outstanding loans to municipalities, school boards, and hospitals.
- To invest and administer sinking fund trusts valued at \$150 million.
- Continue to compare favourably with other MFC's on the basis of administration costs per loan, new issue placement, and sinking fund administration costs to service ratios.
- Prepare an annual assessment of markets, debentures, loans and corporate activity.

### B. Explore improved methods and products in meeting client needs.

- Consultation with municipal officials on capital financing needs and the preferred features in the debentures issued through the MFC.
- Consult with clients on additional financial services which they may require.
- Establish committees to study the merits of financial innovation regarding the introduction of new products and services.
- Work with the Corporation's lead managers and other members of the investment community, staff of the Nova Scotia Department of Finance, other Municipal Finance Corporation's, and others involved in municipal capital financing to identify evolving local government financial product needs and the optimum means of satisfying them.
- Maintain the NSMFC website

### C. Encourage municipalities to adopt and maintain a professional approach to capital project planning and finance.

- Communication with existing and future clients.
- Collaborate with staff of Service Nova Scotia and Municipal Relations in developing responses to municipal capital financing proposals.

- Respond to all inquiries on interest rate levels, projections, and funding options.

D. Prudent financial management

- Obtain verification of credit worthiness from Service Nova Scotia and Municipal Relations prior to setting the parameters for pooled issues.
- Match the amount, term and timing of MFC debentures and loans to units.

Telephone: (902) 424-4590  
Fax: (902) 424-0525  
Website: <http://www.gov.ns.ca/nsmfc>

## Section 1.3

### Assistance Programs

In 1994, the then Nova Scotia Department of Municipal Affairs produced their 24<sup>th</sup> annual edition of Financial Assistance Programs for Nova Scotia Municipalities. This document provided a detailed listing of Provincial and Federal programs which would have been of interest to municipalities, their boards, commissions or organizations. This document proved to be a popular publication, and the following section provides a continuation of this earlier work.

Every effort has been made to make this guide as comprehensive and as current as possible. The reader is cautioned, however, programs may change at anytime and there may be some specialized programs which are not listed in this section. For these reasons, each municipality should check with the appropriate provincial and federal agencies for any changes, additions or deletions of programs.

## **The Province of Nova Scotia**

### **Department of Agriculture and Fisheries**

#### **WEED CONTROL**

Under the Provincial-Municipal Service Exchange Program, effective April 1, 1995, the Weed Control Act became the sole responsibility of the Department of Agriculture and Fisheries. Provisions of the Weed Control Act, were amended by the Municipal Reform Act, 1994-95, which repealed sections pertaining to the appointment of municipal inspectors and their compensation. Under the revised Act, the Minister of Agriculture and Fisheries appoints district inspectors for any districts designated in the appointments.

Although not specifically for municipalities, there is provision made for financial assistance to property owners in the cost of original cleanup and maintenance of control of a number of noxious weeds as listed in Sections 8 and 9 of the Regulations to the Weed Control Act.

Inspector Joe Calder  
Dept. Of Agriculture and Fisheries,  
P.O. Box 550,  
Truro, NS  
B2N 5E3

Phone (902) 893-6549  
Email calderjr@gov.ns.ca

## **Department of Energy**

### **Energy Efficiency, Renewable Energy and Climate Change**

Department of Energy staff can assist municipalities in the planning and development of energy efficiency and renewable energy projects, including those designed to reduce greenhouse gas emissions. Staff are also prepared to assist with projects or programs directed at preparing for the impacts of climate change.

### **Residential Information**

Information on retrofitting existing homes for energy efficiency, energy-efficient new home construction, and renewable energy opportunities in new and existing housing is available through the toll-free Energy Tips line 1-800-670-4636. This service is currently provided by Clean Nova Scotia with financial and technical support from the Department of Energy. The hotline is a good place to go for information about insulation, controlling air leakage, ventilation, windows, heating systems, domestic water heating, etc. The Department of Energy currently provides free publications and videotape loans on a variety of topics. Staff can also assist with organization and delivery of workshops and seminars on residential energy efficiency.

### **Other Programs**

Department staff are available to provide advice and assistance in setting up a variety of energy related programs, including employee awareness programs and information programs. Literature and awareness programs are available upon request.

For more information, contact:

Allan L. Crandlemire

Director

Energy Management, Markets and Climate Change

Nova Scotia Department of Energy

Suite 400, 5151 George Street

P.O. Box 2664

Halifax, Nova Scotia B3J 3P7

Phone (902) 424-6829

## **Department of the Environment and Labour**

Departmental assistance to Nova Scotia municipalities has shifted from providing financial support to providing primarily professional and technical support, promoting the use and development of local environmental technologies and cooperating with the Resource Recovery Fund Board (RRFB) to implement solid waste management programs.

### **Resource Recovery Fund Board**

These programs are made pursuant to the Solid Waste-Resource Management Regulations, made under section 102 of the Environment Act.

The Resource Recovery Fund Board (RRFB) is a not-for-profit entity established under the Environment Act. The RRFB is required by the Solid Waste-Resource Management Regulations to provide funding for municipal solid waste diversion.

Eligible programs include the following:

1. Municipal waste diversion programs, including source reduction, reuse, recycling and composting programs;
2. Municipal household hazardous waste programs;
3. Municipal waste management education programs; and
4. Market development, manufacturing and processing of recycled materials.

For more information contact:

Resource Recovery Fund Board  
14 Court Street  
Suite 305  
Truro, Nova Scotia  
B2N 3H7

Phone (902) 895-7732

## **Service Nova Scotia and Municipal Relations**

### **ACCESS-ability Grants**

This program provides support for non-profit community organizations or groups, and municipalities of up to two thirds of the direct and indirect costs of renovations, installations, and/or equipment, to accommodate persons with disabilities to a maximum of \$10,000, subject to funding availability.

- Contact: Karen Ramsland  
(902) 424-7798  
kramslan@gov.ns.ca

### **Canada/Nova Scotia Infrastructure Works**

The Canada-Nova Scotia Infrastructure Works Program is a shared cost program with the federal, provincial, municipal governments and other funding partners. The program addresses the infrastructure needs and priorities of local governments.

- Contact: Marvin MacDonald, P.Eng.  
(902) 424-3858  
mrmacdon@gov.ns.ca

### **Municipal Drinking Water Supply Planning Assistance Program**

The Municipal Drinking Water Supply Planning Assistance Program provides assistance to municipalities to conduct land use planning to protect municipal drinking water supplies.

- Contact: Andrew Paton, MCIP  
(902) 424-7492  
apaton@gov.ns.ca

### **Equalization Grant**

The Equalization Grant is an unconditional grant which assists municipal units in providing a basic level of services with a reasonable level of taxation. The purpose of equalization is to reduce differences

in fiscal disparities among municipalities, enabling them to provide comparable levels of services at reasonably comparable levels of taxation and ensures local decision making as well as lower costs for the municipal taxpayer.

- Contact: Wendy Dauphinee  
(902) 424-6338  
wdauphin@gov.ns.ca

### **Farm Land Grant**

Pursuant to Section 77 of the Assessment Act, the Department pays a grant in respect to exempt farm property equal to \$2.10 per acre for the fiscal year ending March 31, 2001. For each subsequent fiscal year the grant is indexed by the Consumer Price Index for Canada. This program is application based.

- Contact: Ed Fry  
(902) 424-5676  
efry@gov.ns.ca

### **Fire Protection Grants**

The Fire Protection Grant is an unconditional grant paid to municipalities and villages as a contribution towards providing fire protection services to provincial properties not otherwise subject to payment of a grant-in-lieu of property taxes.

- Contact: Ed Fry  
(902) 424-5676  
efry@gov.ns.ca

### **Formula Grants**

This program provides special assistance for municipalities facing fiscal challenges to cope with existing and emerging financial pressures and for initiatives designed to facilitate and/or promote excellence in local government.

- Contact: Wendy Dauphinee  
(902) 424-6338  
wdauphin@gov.ns.ca
- Contact: Maxine Wallace  
(902) 424-2353  
wallacem@gov.ns.ca

### **Grants-In-Lieu of Taxes**

Section 3 of the Municipal Grants Act provides for the payment of grants-in-lieu of taxes on eligible provincial property. The grants paid are equal to the full taxes that would be paid if the property were taxable. The definition of Provincial properties excludes hospitals and health care facilities, educational institutions, facilities for the permanent display of art and cultural and historical information including historical sites, water and sewage systems (other than on-site systems), and property of an agency, authority, board, commission, or Crown corporation, or those of the Minister of Service Nova Scotia and Municipal Relations pursuant to the Housing Act. In addition, a grant-in-lieu of taxes is paid in a ratio equal to 40 percent of full taxes with respect to the residential property of post-secondary educational institutions and hospitals. This program is application based.

- Contact: Ed Fry  
(902) 424-5676  
efry@gov.ns.ca

### **Inclusive Transportation Program**

Facilitates the establishment of sustainable public transportation services that are accessible to all persons.

- Contact: Rene Frigault  
(902) 424-2088  
frigaurj@gov.ns.ca

## **Provincial Capital Assistance Program**

The Government of the Province of Nova Scotia recognizes that the cost of undertaking water supply, sewer disposal, solid waste management and other priority municipal infrastructure projects can place significant financial burdens on municipal governments and taxpayers alike. The Provincial Capital Assistance Program is designed to enable the Government of Nova Scotia to contribute financially towards the cost of high priority municipal infrastructure projects in order that this cost burden might be reduced to an affordable level.

- Contact: Aileen Waller-Hebb, P.Eng.  
(902) 424-7414  
wallerae@gov.ns.ca

## **Special Projects - Community Grants**

This program is intended to provide financial assistance for a variety of special municipal and community based projects. For example fire halls, sidewalks, revitalization, and other infrastructure.

- Contact: Maxine Wallace  
(902) 424-2353  
wallacem@gov.ns.ca

## **Special Projects - Local Government Studies Grants**

This program is intended to provide financial assistance to encourage local governments to undertake studies designed to facilitate improvements in the efficiency and effectiveness of local government service delivery and administration - intermunicipal partnerships, governance, organization structure, etc. - and to apply the findings, “best practices”, to other local governments

- Contact: Maxine Wallace  
(902) 424-2353  
wallacem@gov.ns.ca

### **Urban Transport Program**

This program provides partial operating and capital funding towards a diverse range of safe, affordable and accessible community-based transportation services to meet the needs of rural Nova Scotians, including persons with disabilities, seniors and the disadvantaged.

- Contact: Marvin MacDonald, P.Eng.  
(902) 424-3858  
mrmacdon@gov.ns.ca

### **Villages HST Rebate**

The Department provides a partial offset of the impact of the HST on villages.

- Contact: Ed Fry  
(902) 424-5676  
efry@gov.ns.ca

## The Government of Canada

### HUMAN RESOURCES DEVELOPMENT CANADA

HRDC has a number of programs and services directed towards helping individuals to integrate into the labour market. Although not directly targeted to municipalities, they may be of interest to councillors who wish to provide advice to constituents. Eligibility criteria for the various programs vary, depending on individual circumstances.

Some of the major HRDC labour market programs are:

- Local Labour Market Partnerships  
Local Labour Market partnerships (LLMP) promote community partnerships to develop strategies that expand a community's employment base, hence enhancing the potential for local economic success.
- Job Creation Partnerships  
Job Creation Partnerships bring together local partners to promote long-term employment development by linking the needs of unemployed workers with local economic development.
- Employment Assistance Services  
Employment Assistance Services (EAS) are offered through agreements with coordinators, organizations and community groups to help unemployed individuals become employed.
- Targeted Wage Subsidies  
Individuals who have been unemployed for a long time and are having difficulties finding work may be able to benefit from on-the-job work experience made possible through Targeted Wage Subsidies (TWS).
- Self Employment Benefits  
Self Employment Benefits provide eligible individuals with financial assistance for a fixed period while they are starting up a new business. Eligible individuals currently on an EI claim continue receiving their regular EI benefits and these may be "topped-up" to a locally determined flat rate. Other participants negotiate a rate of income support or receive a locally determined flat rate.

**Human Resources Centres of Canada in the Nova Scotia Region:****South Shore / Valley:**

HRCC Bridgewater  
 77 Dufferin Street  
 P.O. Box 3100  
 Bridgewater NS, B4V 3J1  
 Manager: Michael Martin  
 Phone: 527-5525  
 Fax: 527-5570

HRCC Digby  
 Evangeline Mall  
 P.O. Box 1540  
 Digby, NS, B0V 1A0  
 Manager: Christine McDowell  
 Phone: 245-4382  
 Fax: 245-6226

HRCC Kentville  
 2nd Floor, 495 Main St.  
 P.O. Box 150  
 Kentville, NS, B4N 3W5  
 Manager: Jennie Enman  
 Phone: 679-5734  
 Fax: 679-5786

HRCC Yarmouth  
 13 Willow Street  
 P.O. Box 249  
 Yarmouth, NS, B5A 4B2  
 Manager: Lisa Richard  
 Phone: 742-0810  
 Fax: 742-0815

HRCC Shelburne  
 218 Water St.  
 Shelburne, NS, B0T 1W0  
 Acting Team Leader/Program Officer Barb Goulden  
 Phone: 875-4792  
 Fax: 875-3505

**Northern Nova Scotia:**

HRCC New Glasgow  
 340 East River Road  
 New Glasgow, NS,  
 B2H 3P7  
 Manager: Johnathon Vieira  
 Phone: 755-7805  
 Fax: 755-7814

HRCC Amherst  
 26-28 Prince Arthur St. Suite 202  
 Amherst, NS, B4H 1V6  
 Manager: Judith Williston  
 Phone: 661-6605  
 Fax: 661-6637

HRCC Antigonish  
 2nd Floor, Federal Bldg.  
 325 Main Street  
 Antigonish, NS, B2G 2C3  
 Manager: Darryl MacDonald  
 Phone: 863-7037  
 Fax: 863-7053

HRCC Port Hawkesbury  
 PO Box 699  
 Port Hawkesbury, NS,  
 B0E 2V0  
 Manager: Musset Pierre-Jerome  
 Phone: 625-4130  
 Fax: 625-4137

HRCC Truro  
14 Court Street  
Truro, NS, B2N 3H7  
Manager: Judy Haley  
Phone: 893-0028  
Fax 893-0075

**Halifax Metropolitan Area:**

HRCC Halifax  
Tower 2, 7001 Mumford Rd.  
PO Box 1800  
Halifax, NS, B3J 3B1  
Manager: Bev Young  
Phone: 426-5607  
Fax: 426-4096

HRCC Bedford  
2nd Floor, Royal Bank Bldg.  
1597 Bedford Highway  
Bedford, NS, B4A 3Z8  
Manager: Elizabeth Finck  
Phone: 426-9214  
Fax: 426-4096

HRCC Dartmouth  
114 Woodlawn Rd.  
PO Box 2400, DEPS  
Dartmouth, NS, B2W 4A5  
Manager: Nancy Mariotti  
Phone: 426-5996  
Fax: 426-7301

HRCC Windsor  
80 Water Street  
PO Box 2760  
Windsor, NS, B0N 2T0  
Manager: Paul Innis  
Phone: 798-6509  
Fax: 798-5816

**Industrial Cape Breton:**

HRCC Sydney  
15 Dorchester St.  
PO Box 850  
Sydney, NS, B1P 6J3  
Manager: Bruce Reardon  
Phone: 564-7220  
Fax: 564-7104

HRCC Glace Bay  
633 Main St. Suite 201  
Glace Bay, NS, B1A 5V4  
Manager: Sandra Power  
Phone: 842-2455  
Fax: 842-2655

HRCC North Sydney  
105 King Street  
North Sydney NS, B2A 3S1  
Manager: Bernadette Theriault  
Phone: 794-5877  
Fax: 794-5724

## DEPARTMENT OF NATIONAL DEFENCE

### Capital Contributions for Construction Projects

Capital contributions may be made by the Department of National Defence to provincial or municipal agencies responsible for providing municipal services to National Defence establishments. The intent of the contribution is to assist in the construction of works and facilities that are required for the effective and safe operation of a Department of National Defence facility and which are in excess of those normally provided by the agency. Typical projects are municipal infrastructure upgrades, road safety improvements, the connection of a Base or Station to the regional/municipal water or sewer system, the development of a regional waste disposal site, or the development of community recreational facilities such as a skating rink or swimming pool where appropriate.

The projects are funded on the basis of cost-sharing agreements, with the Department's portion expressed as a percentage of the total cost of the project. Payments are made directly to the authority responsible for the construction project in accordance with the terms of the related agreement.

### Purchase or sale of Utilities

The Department may purchase from municipalities and provincial utility suppliers, the utilities and services required for the operation of departmental facilities. In other cases, in areas where no other source of supply of utilities is available, the Department may provide services such as water supply or sewage treatment to adjoining municipalities on a cost recovery basis.

Utilities and services (water, sewage, electricity, gas, and other similar miscellaneous services) are purchased in accordance with a formal contract or agreement which is subject to normal review as to rate and terms. Payment for purchases, and claims for utilities and services provided, are made directly between the municipality or provincial utility suppliers and the Canadian Forces Base or Station concerned.

### For More Information Contact:

Base/Wing Construction  
Engineering Officer at the  
Canadian Forces Base or Wing Concerned,  
Or

J.A. Serge Deschênes, B.A.A., C.App., C.Adm.R.E.  
Section Head, National Realty Program  
Directorate Realty and Facilities Management Support (DRFMS 3)  
National Defence headquarters  
101 Colonel By Drive - 9CBN  
Ottawa, Ontario, Canada K1A 0K2  
Phone (613) 992-4411  
Fax (1-866) 422-0837  
email: deschenes.JAS@forces.gc.ca

## ROYAL CANADIAN MOUNTED POLICE

### **National Police Services Program**

The Canadian Police Information Centre (CPIC) system, part of the National Police Services Programs, provides a computer-based central repository for information on stolen vehicles, license plates and parts, vehicles used in the commission of a crime, abandoned or operated by a wanted person, wanted, charged and paroled persons. The information is sorted and retrieved by police agencies using terminals connected to a main frame computer via telecommunications lines from coast to coast.

The costs of the CPIC system are borne almost entirely by the Federal Government. The shared costs between the Provinces, Municipalities and the Federal Government include only the rental of the communication lines from the provincial data switcher to the police agency offices and the rental of their terminals.

In most cases where an agreement for policing exists between the Federal Government and a Province or Municipality, the rental of line and terminals is paid for at the applicable costs share ratio contained in the policing agreement but that the basic service is provided free of charge.

A number of other services under National Police Services Programs such as the National Fingerprinting Program, Registration of Firearms, the Forensic Laboratory Services at Halifax, Nova Scotia, are available to accredited municipal police forces on a similar basis.

### **Police Services Under Contract**

The Royal Canadian Mounted Police provides law enforcement services to provinces and municipalities that have requested these services. A request for policing services must be approved by the Federal Solicitor General and by the Provincial Minister of Justice and the respective municipal authority.

Under Municipal and Provincial policing agreements, the Federal Government agrees to share with the provincial and municipal authorities the cost of providing law enforcement services. The calculation of the total cost to be shared by the Federal, Provincial and Municipal Governments is determined through a direct costing formula which identifies the cost of policing in the Province during the previous fiscal

year and applies these costs with adjustments for inflation, increases/decreases in establishment, etc., to the current billings. Billings to Provinces and Municipalities are on a quarterly basis and are for services provided during the previous three months period.

Contact:  
NCO In Charge  
“H” Division Planning section  
P.O. Box 2286  
Halifax, N.S.  
B3J 3E1

Phone 902-426-9397  
Fax: 902-426-8766

## Section 1.2

### Municipal Services

**Service Nova Scotia and Municipal Relations** yearly business plan outlines the strategic goal of the Municipal Services division as partnering with municipalities to promote effective local government and healthy and vibrant communities.

**Municipal Services** provides planning and advisory services related to municipal matters to the government and on behalf of the government to municipalities. This division of Service Nova Scotia and Municipal Relations also operates many of the grant and other financial support programs offered to municipalities.

Municipal Services benefits municipalities by assisting municipalities to provide services to citizens, as well as remaining financially viable and able to support development which will provide long term benefits to the entire province.

**Planning & Advisory Services** provides advisory service to municipal governments, policy support for provincial-municipal interactions, land-use planning and the administration of Provincial Subdivision Regulations, advice and assistance in the areas of administration and finance, municipal restructuring, and intermunicipal agreements. (This section also provides mapping and technical support services to the Division).

**Grants & Programs** provides an advisory service to municipal governments in the areas of finance and administration, municipal infrastructure and environmental engineering, monitors the financial performance of municipalities, recommends programs of assistance, administers operating and unconditional capital grants programs, and facilitates implementation of provincial-municipal restructuring initiatives. The section produces an annual report on Municipal Statistics and maintains the Municipal Indicators web report.

**Programs:**

- *Grants-in-lieu of Taxes* - Payment of grants-in-lieu of taxes on eligible provincial property.
- *Unconditional Capital Grant* - Distribution of Capital grant for purposes excepting education, health, social services and administration of justice.
- *Farm Land Grant* - A grant per acre paid on exempted farmland (excluding buildings used for agricultural purposes).
- *Equalization Grant* - Paid to municipalities on a formula basis to the amount by which their Standard Services Cost exceeds their ability to pay.
- *Formula Grants* - Projects are funded to promote or support excellence in municipal government. Initiatives are designed to enable municipal units to cope with existing and emerging pressures.
- *Fire Protection Grants* - Paid to municipalities to offset the cost of providing fire protection services to provincially owned properties which are exempt from grants-in-lieu.
- *Special Project Grants* - Special municipal and community projects to support strong healthy communities.
- *Provincial Capital Assistance Program* - Contribution of up to 50% of the approved net cost core municipal infrastructure projects undertaken by municipalities. Emphasis is placed on water, sewer and solid waste related projects that involve health and environmental risks.
- *Canada / Nova Scotia Infrastructure Works* - The Canada-Nova Scotia Infrastructure Works Program is a shared cost program with the federal, provincial, municipal governments and other funding partners. The program addresses the infrastructure needs and priorities of local governments.

- *Accessible Transportation Assistance Program (ATAP)*  
Provides grants for the purchase of accessible vehicles, or the refit of vehicles to make them accessible. The maximum grant is \$10,000 per vehicle.
- *Community Based Transportation Assistance Program (CTAP)*  
Facilitates the establishment of sustainable public transportation services that are accessible to all persons. The program provides operating capital for eligible organizations.
- *Community ACCESS-ability Program* provides support for non-profit community organizations or groups, and municipalities of up to two thirds of the direct and indirect costs of renovations, installations, and/or equipment, to accommodate persons with disabilities to a maximum of \$10,000, subject to funding availability.
- *Villages HST Rebate* - The program offsets the impact of the HST on villages.
- *Municipal Drinking Water Supply Planning Assistance Program* provides assistance to municipalities to conduct land use planning to protect municipal drinking water supplies.

For further information, please contact:

**MUNICIPAL SERVICES DIVISION**

P.O. Box 216

Halifax, NS B3J 2M4

Ph: (902) 424-6642

Fx: (902) 424-0821

## Section 1.5

### Assistance Programs

In 1994, the Nova Scotia Department of Municipal Affairs produced their 24<sup>th</sup> annual edition of Financial Assistance Programs for Nova Scotia Municipalities. This document provided a detailed listing of Provincial and Federal programs which would have been of interest to municipalities, their boards, commissions or organizations. This document proved to be a popular publication, and the following section provides a continuation of this earlier work.

Every effort has been made to make this guide of the main provincial and federal programs as comprehensive and as current as possible for the major programs. The reader is cautioned, however, programs may change at anytime and there may be some specialized programs which are not listed in this section. For these reasons, each municipality should check with the appropriate provincial and federal agencies for any changes, additions or deletions of programs.

## Province of Nova Scotia

### **Department of Agriculture and Fisheries**

#### **WEED CONTROL**

Under the Provincial-Municipal Service Exchange Program, effective April 1, 1995, the Weed Control Act became the sole responsibility of the Department of Agriculture and Fisheries. Provisions of the Weed Control Act, Chapter 501 of the Revised Statutes, 1989, were amended by the *Municipal Reform Act, S.N.S. 1994-95, c.7, ss. 139-147*, which repealed sections pertaining to the appointment of municipal inspectors and their compensation. Under the revised *Act*, the Minister of Agriculture and Fisheries appoints district inspectors for any districts designated in the appointments.

Although not specifically for municipalities, there is provision made for financial assistance to occupants in the cost of original cleanup and maintenance of control of a number of noxious weeds as listed in Sections 8 and 9 of the Regulations to the Weed Control Act.

Inspector Rick Hoeg  
Dept. Of Agriculture and Fisheries,  
P.O. Box 550,  
Truro, NS  
B2N 5E3

Phone (902) 893-6549  
Phone (902) 679-6030  
Email [hoegr1@gov.ns.ca](mailto:hoegr1@gov.ns.ca)

## Department of Community Services

As a result of the Provincial-Municipal Service Exchange, the full cost of services for children, which had previously been cost-shared with municipalities, was assumed by the Province.

Effective April 1, 1998, the Province assumed full responsibility for the delivery of income assistance in the Province. Prior to then, short term assistance (formerly known as municipal general assistance, "GA") was provided by the various municipalities. Effective the same date, the Province and the Union of Nova Scotia Municipalities signed a Memorandum of Understanding ("MOU"). This MOU sets out a schedule for the phase-out of municipal cost-sharing of the former GA, as well as the municipal portion of the cost of community supports for adults programs.

The Department of Community Services provides a full range of social services to Nova Scotians, including family and children's services (often a partnership with Children's Aid Societies and community agencies) and Income & Employment Support Services.

The Department of Community Services is in the final stages of income assistance redesign. As part of this redesign, one piece of legislation respecting the delivery of income assistance will be introduced in the House of Assembly in the fall of 2000, for implementation in April 2001.

## **Department of the Environment and Labour**

Departmental assistance to Nova Scotia municipalities has shifted from providing financial support to providing primarily professional and technical support, promoting the use and development of local environmental technologies and cooperating with the Resource Recovery Fund Board (RRFB) to implement solid waste programs.

### **Resource Recovery Fund Board**

These programs are made pursuant to the *Solid Waste-Resource Management Regulations*, made under section 102 of the *Environment Act*.

The Resource Recovery Fund Board (RRFB) is a not-for-profit entity established under the *Environment Act*. The RRFB is required by the *Solid Waste-Resource Management Regulations* to provide funding for a municipal solid waste diversion. The RRFB has a five-year agreement with the Minister to administer specific solid waste initiatives and this agreement expires February 2001.

Approved programs include the following:

1. Municipal waste diversion programs, including source reduction, reuse, recycling and composting programs;
2. Municipal household hazardous waste programs;
3. Municipal waste management education programs; and
4. Market development, manufacturing and processing of recycled materials.

For more information contact:

Resource Recovery Fund Board  
14 Court Street  
Suite 305  
Truro, Nova Scotia  
B2N 3H7

Phone (902) 895-7732

## Service Nova Scotia and Municipal Relations

### Grants-In-Lieu of Taxes

Section 3 of the Municipal Grants Act provides for the payment of grants-in-lieu of taxes on eligible provincial property. The grants paid are equal to full taxes that would be paid if the property were taxable. The definition of Provincial properties excludes hospitals and health care facilities, educational institutions, facilities for the permanent display of art and cultural and historical information including historical sites, water and sewage systems other than on-site systems, and property of an agency, authority, board, commission, or Crown corporation, or those of the Minister of Service Nova Scotia and Municipal Relations pursuant to the Housing Act. In addition, a grant-in-lieu of taxes is paid in a ratio equal to 40 percent of full taxes with respect to the residential property of post-secondary educational institutions and hospitals.

- Contact: Ed Fry  
(902) 424-5676  
efry@gov.ns.ca

### Unconditional Capital Grant

Distribution of Capital grant for purposes excepting education, health, social services and administration of justice

- Contact: Wendy Dauphinee  
(902) 424-6338  
wdauphin@gov.ns.ca

### Farm Land Grant

Pursuant to Section 77 of the *Act* the Department shall pay a grant in respect to the exempt farm property equal to \$2.10 per acre for the fiscal year ending March 31, 2001, and for each subsequent fiscal year the grant will be indexed by the Consumer Price Index for Canada.

- Contact: Ed Fry  
(902) 424-5676  
efry@gov.ns.ca

## **Equalization Grant**

Section 8 of the Municipal Grants Act provides for the payment of an equalization grant which is in the form of an unconditional transfer. The grant is based on a formula which compares expenditure needs and ability to pay.

- Contact: Wendy Dauphinee  
(902) 424-6338  
wdauphin@gov.ns.ca

## **Formula Grants**

Special projects designed to promote and or support excellence in municipal government. Initiatives designed to enable fiscally challenged municipal units to cope with existing and emerging financial pressures.

- Contact: Wendy Dauphinee  
(902) 424-6338  
wdauphin@gov.ns.ca
- Contact: Bob Houlihan  
(902) 424-3587  
houlihra@gov.ns.ca

## **Fire Protection Grants**

Paid to municipalities to offset the cost of providing fire protection services (for buildings only) to provincially owned properties which are exempt from grants-in-lieu.

- Contact: Ed Fry  
(902) 424-5676  
efry@gov.ns.ca

## **Special Project Grants**

Special municipal and community projects approved at the discretion of the Minister.

- Contact: Bob Houlihan  
(902) 424-3587  
houlihra@gov.ns.ca

### **Provincial Capital Assistance Program**

This program provides for a contribution of up to 50 percent of the approved net cost of eligible water and sewer and solid waste management projects undertaken by municipalities.

- Contact: Aileen Waller-Hebb, P.Eng.  
(902) 424-7414  
wallerae@gov.ns.ca

### **Canada/Nova Scotia Infrastructure Works**

The Canada-Nova Scotia Infrastructure Works Program is a shared cost program with the federal, provincial, municipal governments and other funding partners. The program addresses the infrastructure needs and priorities of local governments.

- Contact: Marvin MacDonald, P.Eng.  
(902) 424-3858  
mrmacdon@gov.ns.ca

### **Urban Transport Program**

Provide support for Accessible Transportation Assistance Program (ATAP) and Inclusive Transportation Pilot Project.

- Contact: Marvin MacDonald, P.Eng.  
(902) 424-3858  
mrmacdon@gov.ns.ca

### **Inclusive Transportation Program**

Facilitates the establishment of sustainable public transportation services that are accessible to all persons.

- Contact: Grant Brennan  
(902) 424-7416  
brennagw@gov.ns.ca

## **ACCESS-ability Grants**

Provide support for non-profit community organizations or groups, and municipalities of up to two thirds of the direct and indirect costs of renovations, installations, and/or equipment, to accommodate persons with disabilities to a maximum of \$10,000, subject to funding availability.

- Contact: Karen Ramsland  
(902) 424-7798  
kramslan@gov.ns.ca

## **Villages HST Rebate**

The Department offsets the impact of the HST on villages (partial offset).

- Contact: Ed Fry  
(902) 424-5676  
efry@gov.ns.ca

## Department of Natural Resources

### Information Service - Institutional Buildings

Professional engineers in the Energy Utilization Section will provide advice to municipalities on energy efficiency opportunities in new and existing public buildings. Advice is available on lighting, heating, ventilation and air conditioning systems (HVAC), insulation, windows, air leakage control, and service water heating. Municipal staff may use the toll-free ENERINFO line - 1-800-6704636 to access section engineers. Staff is also available to assist with workshops and seminars on energy efficiency in public buildings.

### Residential Energy Advisory Service (ENERINFO)

Information on retrofitting existing homes for energy efficiency, energy-efficient new home construction, and renewable energy opportunities in new and existing housing is available through the toll-free ENERINFO line 1-800-670-4636. Natural Resources staff can answer questions about insulation, controlling air leakage, ventilation, windows, heating systems, domestic water heating, etc. Free publications and videotape loans are available on a variety of topics. Staff can also assist with organization and delivery of workshops and seminars on residential energy efficiency.

### Other Programs

Department staff is available to provide advice and assistance in setting up a variety of energy related programs, including employee awareness programs and information programs. Literature and awareness programs are available upon request.

For more information, contact:

Allan Parker, P. Eng.  
Manager  
Energy Utilization  
Nova Scotia Department of Natural Resources  
P.O. Box 698, Halifax, NS  
B3J 2T9

Phone (902) 424-8175

# The Government of Canada

## **Human Resources Development Canada**

HRDC has a number of programs and services directed towards helping individuals to integrate into the labour market. Eligibility criteria for the various programs vary, depending on individual circumstances.

Some of the major HRDC labour market programs are:

- **Local Labour Market Partnerships**  
Local Labour Market partnerships (LLMP) promote community partnerships to develop strategies that expand a community's employment base, hence enhancing the potential for local economic success.
- **Job Creation Partnerships**  
Job Creation Partnerships bring together local partners to promote long-term employment development by linking the needs of unemployed workers with local economic development.
- **Employment Assistance Services**  
Employment Assistance Services (EAS) are offered through agreements with coordinators, organizations and community groups to help unemployed individuals become employed.
- **Targeted Wage Subsidies**  
Individuals who have been unemployed for a long time and are having difficulties finding work may be able to benefit from on-the-job work experience made possible through Targeted Wage Subsidies (TWS).
- **Self Employment Benefits**  
Self Employment Benefits provide eligible individuals with financial assistance for a fixed period while they are starting up a new business. Eligible individuals currently on an EI claim continue receiving their regular EI benefits and these may be "topped-up" to a locally determined flat rate. Other participants negotiate a rate of income support or receive a locally determined flat rate.

**Human Resources Centres of Canada in the Nova Scotia Region:**

**South Shore / Valley:**

HRCC Bridgewater  
 77 Dufferin Street  
 P.O. Box 3100  
 Bridgewater NS, B4V 3J1  
 Manager: Dave Morgan  
 Phone: 527-5538  
 Fax: 527-5570

HRCC Digby  
 Evangeline Mall  
 P.O. Box 1540  
 Digby, NS, B0V 1A0  
 Manager: Rick Wilson  
 Phone: 245-4382  
 Fax: 245-6226

HRCC Kentville  
 2nd Floor, 495 Main St.  
 P.O. Box 150  
 Kentville, NS, B4N 3W5  
 Manager: Jennie Enman  
 Phone: 679-5734  
 Fax: 679-5786

HRCC Yarmouth  
 13 Willow Street  
 P.O. Box 249  
 Yarmouth, NS, B5A 4B2  
 Manager: Bob Manuel  
 Phone: 742-0810  
 Fax: 742-0815

HRCC Shelburne  
 218 Water St.  
 Shelburne, NS, B0T 1W0  
 Manager: Barb Goulden  
 Phone: 875-4792  
 Fax: 875-3505

**Northern Nova Scotia:**

HRCC New Glasgow  
 340 East River Road  
 New Glasgow, NS,  
 B2H 3P7  
 Manager: Colleen Nix  
 Phone: 755-7804  
 Fax: 755-7814

HRCC Amherst  
 15 Victoria Street  
 Amherst, NS, B4H 3Z2  
 A/Manager: Willard Hudson  
 Phone: 661-6605  
 Fax: 661-6637

HRCC Antigonish  
 2nd Floor, Federal Bldg.  
 325 Main Street  
 Antigonish, NS, B2G 2C3  
 Manager: Darryl MacDonald  
 Phone: 863-7037  
 Fax: 863-7053

HRCC Port Hawkesbury  
 PO Box 699  
 Port Hawkesbury, NS,  
 B0E 2V0  
 Manager: Murielle Gionet-MacNeil  
 Phone: 625-4130  
 Fax: 6254137

HRCC Truro  
14 Court Street  
Truro, NS, B2N 3H7  
Manager: Cathy Berliner  
Phone: 893-0016  
Fax 893-0075

**Halifax Metropolitan Area:**

HRCC Halifax  
Tower 2, 7001 Mumford Rd.  
PO Box 1800  
Halifax, NS, B3J 3B1  
Manager: Bette MacIsaac  
Phone: 426-5607  
Fax: 426-4096

HRCC Bedford  
2nd Floor, Royal Bank Bldg.  
1597 Bedford Highway  
Bedford, NS, B4A 3Z8  
Manager: Nancy Mariotti  
Phone: 426-9214  
Fax: 426-7301

HRCC Dartmouth  
114 Woodlawn Rd.  
PO Box 2400, DEPS  
Dartmouth, NS, B2W 4A5  
Manager: George Doleman  
Phone: 426-5996  
Fax: 426-7301

HRCC Windsor  
176 Water Street  
PO Box 2760  
Windsor, NS, B0N 2T0  
Manager: Heather Jarmyn  
Phone: 798-6509  
Fax: 798-5816

**Industrial Cape Breton:**

HRCC Sydney  
15 Dorchester St.  
PO Box 850  
Sydney, NS, B1P 6J3  
Manager: Bruce Reardon  
Phone: 564-7220  
Fax: 564-7104

HRCC Glace Bay  
633 Main St.  
Suite 201  
Glace Bay, NS, B1A 5V4  
Manager: Kathleen MacNeil  
Phone: 794-5877  
Fax: 794-5724

HRCC North Sydney  
105 King Street  
North Sydney NS, B2A 3S1  
Manager: Sandra Power  
Phone: 794-5877  
Fax: 794-5724

## DEPARTMENT OF NATIONAL DEFENCE

### **Capital Contributions for Construction Projects**

Capital contributions may be made by the Department of National Defence to provincial or municipal agencies responsible for providing municipal services to National Defence establishments. The intent of the contribution is to assist in the construction of works and facilities that are required for the effective and safe operation of a Department of National Defence facility and which are in excess of those normally provided by the agency. Typical projects are road safety improvements, the connection of a Base or Station to the regional/municipal water or sewer system the development of a regional waste disposal site, or the development of community recreational facilities such as a skating rink or swimming pool where appropriate.

The projects are funded on the basis of cost-sharing agreements, with the Department's portion expressed as a percentage of the total cost of the project. Payments are made directly to the municipality responsible for the construction project in accordance with the terms of the related agreement.

### **Purchase or sale of Utilities**

The Department may purchase from municipalities and provincial utility suppliers, the utilities and services required for the operation of departmental facilities. In other cases, in areas where no other source of supply of utilities is available, the Department may provide services such as water supply or sewage treatment to adjoining municipalities on a cost recovery basis.

Utilities and services (water, sewage, electricity, gas, and other similar miscellaneous services) are purchased in accordance with a formal contract or agreement which is subject to normal review as to rate and terms. Payment for purchases, and claims for utilities and services provided, are made directly between the municipality or public utility commission and the Canadian Forces Base or Station concerned.

### For More Information Contact:

Base/Wing Construction  
Engineering Officer at the  
Canadian Forces Base or Wing Concerned,  
Or  
Mr. Robert A. Faulkner  
Manager - Corporate Realty Assets  
Directorate Realty and Engineering Policy  
National Defence Headquarters Mgen George R. Pearkes Building  
Ottawa ON K1A 0K2      Phone: (613) 996-5351      Fax: (613) 995-1031

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**Contact:**

NCO In Charge  
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