



## MUSQUODOBOIT HARBOUR COMMON AREA RATE

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APPLICANT GUIDE 2021-22

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## 1.1 What is the Common Area Rate (CAR)?

The Musquodoboit Harbour Common Area Rate was originally established to erect and maintain lights at the local baseball fields. After amalgamation, HRM assumed responsibility for these costs, but the CAR was never decommissioned. This fund collects of half a cent per \$100 of assessed residential property value within the rate boundaries.

## 1.2 Where is the CAR collected?

Essentially, the rate boundary is the “core” of Musquodoboit Harbour. *Please see attached, Appendix A: Map of the Common Area Rate Boundaries.*

## 1.3 What is the role of the Musquodoboit Harbour & Area Chamber of Commerce & Civic Affairs (MHACCCA)?

In 2019, HRM proposed that the rate be lifted. MHACCCA subsequently requested permission to oversee the administration of the CAR. A vote was held in June 2019 for the residents within the boundaries and the majority of respondents opted to maintain the CAR under the governance of the Chamber.

The MHACCCA is responsible for the organization and accountability of a Common Area Rate Administration Committee.

## 1.4 What is the Common Area Rate Administration Committee (CARAC)?

The CARAC is a committee of 5 people - independent of the MHACCCA - who meet periodically to review, discuss, request additional information and/or clarification if necessary, and ultimately vote upon funding applications.

## 1.5 Who comprises the CARAC?

The CARAC is comprised of:

- The area’s HRM Regional Councillor of the day (Chair of the committee)
- One (1) current Board Member of the MHACCCA
- Three (3) community members, appointed by the MHACCCA Board of Directors from amongst the pool of candidates who have applied to sit on the committee

The community members must reside within the boundary that the area rate is collected and not be in arrears with any HRM property taxes. Any member of the CARAC who sits on the board of, or is closely involved with, an organization that has submitted an application is not permitted to vote on that application. The Chair of the CARAC votes only in the event of a tie.

## 2.1 Who is eligible to apply?

Eligible applicants are volunteer-led organizations that have existed for at least one year prior to the date of application submission and who are currently registered with the provincial or federal government (ex: Registry of Joint Stocks of NS or a recognized federal charity). The organization's registered address must be within the boundary that the area rate is collected. Individual citizens are not permitted to apply for grant funding.

## 2.2 When is the application submission deadline?

The application deadline for a given calendar year is August 31<sup>st</sup> for winter projects and January 31<sup>st</sup> for summer projects. The CARAC will meet in April and November to assess and vote on applications. A special meeting may be called in response to a time-sensitive funding application.

## 2.3 What expenses are eligible for CAR funding?

The CAR has the following approved uses, within the boundary the area rate is collected:

- Grants: may be used for local and neighborhood matters;
- Infrastructure & activities: must be for public use;
- Sidewalks: may be used for plans, surveys, engineering costs, beautification, repairs, and maintenance;
- Community events, recreation, and youth activities;
- Maintenance of recreation trails and infrastructure;
- Establishment and maintenance of outdoor community skating rinks;
- Administrative costs associated with rate administration (ie: insurance, Registry of Joint Stocks of NS fees, photocopies, meeting space rentals, postage, etc.);
- Projects and initiatives described in the Musquodoboit Harbour Community Development Plan (2017) - <https://www.mhacc.ca/community-development-plan/>

## 2.4 What expenses are ineligible for CAR funding?

The Common Area Rate fund is not intended to be used for the regular operating expenses of any organization, any event where admission will be charged, or the provision of team uniforms. Capital expenditures for equipment are not permitted to leave the organization's premises.

## 2.5 What are some examples of projects that have received CAR funding in the past?

In the past 5 years, successful applications to the CAR have included: the MHACCCA Community Development Plan, Petpeswick Yacht Club youth programming, baseball field upgrades, and an MHACCCA Streetscaping and Beautification project.

*Please see attached, Appendix B: Application for Common Area Rate funding.*



## **3.1 How much funding is available?**

Currently, the rate accrues \$10 400 annually.

Applications are required to be submitted with a detailed budget, including supporting documents (such as quotes, estimates, or vendor price lists), where applicable and available. All budget items must be project-related and incurred between application approval and project end date as indicated on application form.

Funding distribution will be based on the number of qualified applications and the current fund balance.

## **3.2 How and when are funds distributed?**

Successful applicants will receive a cheque in the name of the organization that applied. On the funding application, the organization should indicate how they will require the funds be disbursed. For instance, if the total amount of requested funding will be necessary upfront, or if a certain amount of funds will need to be made available at specific project milestones.

## **3.3 What are the responsibilities of funding recipients?**

Upon completion of the project, event, or initiative awarded CAR grant funding, the organization is required to submit a report to the CARAC including a summary of how it was executed, and an outline of how CAR funds were spent.

Funding recipients are expected to acknowledge that they have received funding from the MHACCCA-administrated Common Area Rate. It should be indicated on the funding application how the organization intends to do this.

## **Musquodoboit Harbour & Area Chamber of Commerce & Civic Affairs**

PO Box 213  
Musquodoboit Harbour, NS  
B0J 2L0

[info@mhacc.ca](mailto:info@mhacc.ca)

[www.mhacc.ca](http://www.mhacc.ca)

## **HRM Councillor District 2 Preston-Chezzetcook-Eastern Shore, David Hendsbee (Committee Chair)**

PO Box 1749  
Halifax, NS  
B3J 3A5

(902) 483-0705

[david.hendsbee@halifax.ca](mailto:david.hendsbee@halifax.ca)

[www.halifax.ca/district02](http://www.halifax.ca/district02)

# APPENDIX: MAP OF THE COMMON AREA RATE BOUNDARIES

A



# APPENDIX: APPLICATION FOR COMMON AREA RATE FUNDING

B



## Common Area Rate Application

CONTACT AND ORGANIZATION INFORMATION	
Name of Organization:	
Primary Name: Contact: Title: Email: Phone:	Alternate Contact Information:
Mailing Address:	Civic Address (if different):
Organization's Registration Information (i.e. Registry of Joint Stocks of NS, federal charity, or not-for-profit corporation no.)	
Organization's Website and/or Social Media:	
Please list organization's Board of Directors:	
Please declare any conflicts of interest:	
PROJECT DETAILS	
Title of Project, Event, or Initiative:	
Project Start Date:	Project End Date:
Please describe how you will use the funds for your project, event, or initiative:	

Please describe how your project, event, or initiative will benefit the community:	
PROJECT FINANCIALS	
Amount Requested:	\$
Does your organization have a valid bank account to cash a funding cheque?	<input type="checkbox"/> yes <input type="checkbox"/> no
Has your organization applied for or received funding for this project, event, or initiative elsewhere?	<input type="checkbox"/> yes <input type="checkbox"/> no
If so, please describe how much and from where, or if additional funding applications are pending.	
Please indicate the timeline by which your project, event, or initiative will need funding disbursement. (For instance, will you need all funds upfront? Or will you need a certain amount of funds made available at specific project milestones?)	
** Please attach a detailed budget, including any supporting documentation where applicable and available (ex: quotes, estimates, vendor price lists, etc.).	
PROJECT DELIVERABLES	
Do you agree to submit a report upon completion of your project, event, or initiative including a summary of how it was executed, and an outline of how CAR funds were spent?	<input type="checkbox"/> yes <input type="checkbox"/> no
Do you agree to acknowledge the contributions of the MHACCCA-administrated Common Area Rate funding for your project, event, or initiative?	<input type="checkbox"/> yes <input type="checkbox"/> no
How do you intend to do this?	

I declare that the information contained in this application is accurate and complete.

Signed \_\_\_\_\_

Dated \_\_\_\_\_

A full-size version of the application, to complete and return, can be found at [www.mhacc.ca](http://www.mhacc.ca).