

# Municipal Innovation Program



## Application Guidelines 2023-24

### Introduction

These guidelines provide an overview of the Nova Scotia Municipal Innovation Program (MIP) and assistance in the completion of applications for funding.

It is strongly recommended that prior to application submission, interested parties review these guidelines and discuss potential projects with the Department of Municipal Affairs and Housing (DMAH) before applying.

Only municipalities can apply for funding. Villages, community groups, First Nations and others can partner with their municipality on a joint application. You need to have 2 or more municipalities to apply. Applications from Regional Municipalities may be considered, please contact MIP Administration to discuss your situation.

## Municipal Innovation Program Outcomes

The goals of the Municipal Innovation Program are to support regional governance, regional economic development, and regional planning by encouraging municipalities to work together.

The MIP is designed to help municipalities working together, to achieve the following program outcomes:

- New or enhanced regional municipal services
- Improved municipal capacity to respond to municipal and regional priorities
- Effective intermunicipal relations through joint and collaborative activities

### Eligible for funding consideration:

- Creation of project plans to determine how municipalities will collaborate on an agreed project
- Investments that need to be made to move ahead upon an agreed-upon initiative
- Cost/benefit studies to determine the details of an approach to delivering an agreed-upon outcome
- Projects that produce a regional result

### Ineligible for funding consideration:

- General feasibility studies and projects to determine whether municipalities should collaborate on a project
- Projects which only benefit participants individually
- Implementation and direct delivery of a regional service

DMAH encourages municipalities to engage with Regional Enterprise Networks where applicable and strongly encourages including First Nations and other under-represented communities as project partners.

**Appendix A** lists examples of types of projects. New and innovative proposals that advance the goals of the program outside of these examples are strongly encouraged.

## Evaluation

Program funding may range up to 75% of eligible costs.

Project evaluations may be based on the following factors:

- Project results in a regional service delivery framework
- Project produces an intermunicipal planning strategy (IMPS), intermunicipal land use by law (ILUB) or intermunicipal collaboration framework
- Project will help to address outstanding regional service gaps
- Project will resolve an issue(s) and enhance collaboration
- Project will help the partnership to resolve capacity related barriers in order to undertake the project
- Capacity to facilitate or resolve issues or to collaborate
- Regional partners are actively engaged in project delivery and demonstrate a good working relationship to support project success
- Project budget estimate is supported

Proposals with more collaborating municipalities or that benefit larger populations may receive special consideration in the distribution of program funding. Only applications submitted by two or more municipal partners will be considered. Preference will be given to applicants with no current active projects or outstanding reporting requirements with DMAH (i.e. previous funding claims, project closeout reports, financial statements, financial information, returns, etc.)

## Eligible Costs

- Professional services engaged to support the development of action/ implementation plans
- Employment costs for a shared term position. The proposal must describe how the short-term position will build capacity within the participating municipalities to achieve the project outcomes.
- Costs associated with implementing MIP projects, including professional services (e.g., legal services, land-use planning, facilitation costs, etc.).

## Ineligible Costs

- General feasibility studies or projects to determine if municipalities should collaborate on a project.
- Employment costs of existing staff positions.
- Bonuses or severance related to a term position.
- Purchase of equipment and furniture.
- Costs of purchasing or owning buildings and land.
- Capital projects and operating pilots.
- Facility construction.
- Principal costs, interest, bond discount and other financing costs.

## Review and Approval Processes

Project applications will be evaluated based on merit, with scores assigned based only on the information provided in the application. Applicants should ensure all relevant sections of the application form and their proposal are complete. Incomplete applications may result in the project not being reviewed for funding consideration or cause a lower score.

Although a project may be eligible, it is not guaranteed funding from the program. If the project is approved, it is possible that the approval will not match the full level of funding requested in the application.

## Application Process

Applications can be downloaded from the program website: <https://beta.novascotia.ca/apply-funding-support-innovative-approaches-regional-collaboration-municipal-innovation-program>. You can also use a search engine (i.e. Google) to locate our website. Please use the following key words in your search, 'Municipal Innovation Nova Scotia'.

Once the application is completed, it must be emailed including any attachments to the program email [mip.info@novascotia.ca](mailto:mip.info@novascotia.ca). Please make sure that you have confirmation from DMAH that your completed application has been received.

## Use of Other Grant Funds

MIP grants may be used in combination with funds from other grant programs, unless doing so is prohibited by the other program. If a recipient chooses to use multiple grant funding sources for a project, it is their responsibility to understand each grant program's specific funding requirements. All grants supporting the project must be clearly outlined in the project proposal. If the other grants are obtained post-approval of MIP funding, the recipient is obligated to inform DMAH.

**Not allowed:** using MIP grant funds for expenses already funded by other funding programs.

## Payments

Up to 50% of the funding from the province may be provided at project initiation. The remainder of the provincial funding portion will be provided upon approval of the Project Closeout Report, Statement of Expenditures and proof of payment.

## Final Reporting

To receive the final funding portion committed by the Province, grant recipients must submit a Project Closeout Report and Statement of Expenditures to DMAH within 60 days of project end date. DMAH will provide the required reporting templates to successful recipients.

The Statement of Expenditures will consist of a listing of all invoices as well as proof of payment in the form of copies of canceled cheques, printouts of online canceled cheques, bank statements or copies of electronic banking statements.

## Communications

The Department of Municipal Affairs and Housing's contribution must be recognized in any project promotion or communication.

Successful applicants will receive funding assistance upon receiving ministerial confirmation.

A list of successful project applicants may be made public after the process is completed.

## **For More Information**

### **Municipal Innovation Program**

Department of Municipal Affairs and Housing  
1505 Barrington Street, Floor 8 N  
PO Box 216, Halifax, NS B3J 2M4  
902-424-6642

[\*\*mip.info@novascotia.ca\*\*](mailto:mip.info@novascotia.ca)

## Appendix A – Project Examples

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The Municipal Innovation Program (MIP) has been established to support innovative approaches to create:

- New or enhanced regional municipal services
- Improved municipal capacity to respond to municipal and regional priorities
- Effective intermunicipal relations through joint and collaborative activities

These approaches support the program outcomes of:

- Regional economic development
- Intermunicipal collaboration
- Regional planning

The following are provided for example purposes only. Municipalities are encouraged to submit proposals for any type of project that meets the overall outcomes of MIP. The Department of Municipal Affairs and Housing (DMAH) strongly encourages municipalities to apply for funding for projects not specifically mentioned here but that have an intermunicipal collaborative focus.

### Examples of Relevant Regional Economic Development Projects

The funding is for local action and will not support trade missions, the development of investment attraction materials, or any marketing initiatives which should be coordinated through the appropriate provincial government departments and local NGOs.

Possible projects could include, but are not limited to:

- Regional planning initiatives to have appropriate land areas zoned and ready to accept developments being pursued by regional economic development plans
- Plans to coordinate infrastructure investments with the regional economic development plan, thereby coordinating land development with available infrastructure capacity and the efficient extension of servicing

- Coordination activities with Federal and Provincial Departments and Economic Development Agencies
- Regional planning initiatives involving implementable Municipal Climate Change Action Plan activities that help to mitigate climate impacts on regional-scale economies
- The development of a regional tax-base sharing agreement to support economic development goals
- Localized revenue sharing: an agreement is struck on how tax revenues will be shared on an asset that is located in one of two or more municipalities
- Projects to help municipalities and the province improve and better coordinate their development and business approvals processes
- Community engagement and support services (for example, Nova Scotia Digital Service Initiative).
- Streamlining of the development and planning approvals process
- Coordination of business approvals (for example, licensing, public health, permits)
- Other workforce-oriented policy/regulatory improvements

## Examples of Relevant Intermunicipal Collaboration Projects

These types of projects will enable municipalities to rely on an agreed-upon process for collaboration. They support municipalities in establishing mediation, facilitation, or other dispute resolution alternatives to resolve intermunicipal conflict, since local solutions enable control over the outcomes and create options in the best interests of residents.

These types of projects will provide proactive support to municipalities for building relations and cooperative processes. Projects could include, but are not limited to

- Collaborative processes and protocol development (including dispute resolution); includes implementation and testing and adjusting the processes to achieve the desired objective



- By-law harmonization
- The designation, regulation, sale or transfer of land or assets for a municipal need or purpose between two or more municipal units
- A collaborative effort to help a partnership to resolve capacity-related barriers in order to undertake a project. Participating municipalities should have the ability to influence project outcomes; processes should be in place to facilitate input into decision-making and resolve conflict. This could include the formation of joint accessibility advisory committees and developing joint accessibility plans with other municipalities.

## Examples of Relevant Regional Planning Projects

These types of projects will support activities to implement the minimum planning requirements and other plan requirements as set out in the Municipal Government Act. Projects could include, but are not limited to, activities such as:

- The creation, review, or harmonization of municipal planning strategies and land-use by-laws of two or more adjacent municipalities. As examples, this may result in:
  - A shared intermunicipal planning strategy
  - A shared secondary plan that deals with the Statements of Provincial Interest.
- A shared secondary plan that addresses a geographical area that is connected to two or more municipalities.
- The adoption of policy or regulatory control of land or assets that benefits two or more municipal units.
- The development of a regulatory costing and assessment tool
- Joint hiring on a term basis of a planner or planning services to create municipal planning documents that meet the minimum planning requirements instituted by DMAH.

## Appendix B – Submission Requirements

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Completed application must be sent to program email ([mip.info@novascotia.ca](mailto:mip.info@novascotia.ca)). In addition to filling out the general form, municipalities must include separate proposal. The proposal should provide information under the following headings:

- **Project Intent:** A description of the issue being addressed.
- **Project Lead:** Municipal Partner responsible for project administration with DMAH
- **Project Partners:** Include a list of all participating municipalities, organizations, etc., including full contact information. For each project, partner/municipality should provide an appendix containing:
  - Certified copy of council resolution indicating their agreement to participate in the project
  - Financial and human resource commitment to the project
  - Commitment to implement the results of the project
- **Innovation:** a description of how the project is a new way of addressing this issue.
- **Impact:** a description of how this project will improve municipal collaboration, improve the conditions of the participating municipalities, and fill any gaps in regional services, priorities, and activities.
- **Collaboration:** a description of how the municipalities are collaborating in the development and implementation of the project. This includes:
  - How each participating municipality will be involved in project planning, administration, and decision-making.
  - Description of dispute resolution mechanisms that will enable the partner municipalities to resolve conflicts and help ensure a successful outcome for all project participants.
- **Scalability:** a description of how the project is scalable and/or applicable to other municipalities in Nova Scotia.
- **Outcomes and Measurements of Success:** a description of the project outcomes and the process that will be used to measure and report on the

successful completion of the project. This is typically acceptance of the project outcome by each participating council.

- **Reporting:** a description of a reporting structure that outlines outcomes, measurements of success and lessons learned in a manner that will assist other parties to improve the success of similar efforts.
- **Work Plan and Timeline:** a work plan and timeline for the completion of the project, broken down by task and stating who will be responsible for completing the task. The work plan must explain potential risks to the project and describe mitigations that will be implemented to manage risks.
- **Budget and Contributions:** a budget describing the financial costs, for each task, and a summary of the contributions of each participant. All partners/municipalities must make a financial commitment to the project. Contributions to the collaborative project, from each participant do not need to be equal. Options for participant contributions include land, cash, transfer of assets, and the introduction or relaxation of regulatory controls. While in-kind contributions demonstrate commitment to the project, in-kind contributions cannot be leveraged toward the provincial contribution of the project. Applicants are encouraged to work with DMAH to determine the provincial contribution to be included in the proposal and/or may submit assuming a provincial contribution of up to 75%.