



## STAFF REPORT

SUBMITTED BY: Chris Frotten

DATE: November 14, 2021

SUBJECT: Divert NS Municipal Efficiency Fund – Letter of Interest

## ORIGIN

The Fishing Gear Coalition of Atlantic Canada (FGCAC) has asked us to submit a Letter of Interest to Divert NS to apply for funding to cover the cost of their feasibility study of a wire trap stockpile removal program in Nova Scotia.

## BACKGROUND

The Fishing Gear Coalition of Atlantic Canada (FGCAC) is a non-for-profit corporation composed of over 50 members from various backgrounds including industry, government, communities, academia, and the public across Canada and the United States. Since forming in November 2018, the FGCAC has been working together on preventing and recovering end-of-life fishing gear and abandoned, lost, and discarded fishing gear (ALDFG), and developing sustainable solutions to retrieve and manage these materials.

Over the past couple of years, we've worked with the FGCAC by providing data on the rope and traps we collect at our C&D Site, sharing our processes, opportunities and challenges with collecting and disposing of these materials, and discussing and testing innovative ways of collecting and disposing/recycling/reusing them.

The FGCAC is developing a waste management program model for Nova Scotia that is well-researched, satisfies stakeholders and rights holders concerns, and provides a financially self-sufficient management program for wire lobster traps. The FGCAC is submitting applications to multiple to complete a feasibility study of this concept. Based on a meeting with Nova Scotia Environment, it was suggested they apply to the Divert NS Municipal Efficiency Fund. That said, only municipalities and waste-resource management regions in Nova Scotia are eligible to apply, hence their request.

The purpose of the Municipal Efficiency Fund is to support increased efficiency of diversion programs and facilities within the municipal solid waste-resource management system. Specifically, the fund will support municipalities/ waste management regions in researching, developing, and implementing efficiency

projects. Projects should contribute to efficiency by maintaining or reducing waste management costs related to diversion programs and/or facilities.

## DISCUSSION

The purpose of applying to the Divert NS Municipal Efficiency funding is to work with the FGAC to collect and recycle end-of-life lobster traps. The FGAC hopes to remove and recycle 26,000 stockpiled wire lobster traps from waste resource management facilities, which will support their work in conducting their feasibility study of an End-of-life Fishing Gear Management Program – including assessing the potential environmental, economic, and social impacts.

As you know, the end-of-life fishing gear we process at our C&D site comes at a cost as we do not charge our residents a tipping fee for them to dispose of it at our site. This project will contribute to efficiency by reducing waste management costs by covering costs of diverting end-of-life wire traps from landfill for recycling.

As with any new concept being studied, there are some uncertainties and unknown factors at this time but the FGAC wants to ensure that all perspectives and angles are looked at and our current practices of recycling and selling metals is incorporated and improved within this project.

## BUDGET IMPLICATIONS

There are no budget implications as this application does not require any financial contribution from the Municipality. The funds attained from the fund would complement other funds that the FGAC has applied to.

## LEGAL IMPLICATIONS

N/A

## PUBLIC CONSULTATION/COMMUNICATIONS

N/A

## RECOMMENDATION

As this program has the potential to offset some of the collection and disposal costs associated with end-of-life fishing gear and abandoned, lost, and discarded fishing gear and there is no cost to us, I recommend submitting this Letter of Intent to Divert NS.

## SUGGESTED MOTION

Move to recommend to Council to submit the templated letter of intent to Divert NS, in support of the Fishing Gear Coalition of Atlantic Canada's feasibility study of a wire trap stockpile removal program in Nova Scotia.

## ALTERNATIVES

1. Deny the request and suggest they make the request to a waste-resource management region in Nova Scotia (i.e. Region 6 Solid Waste Management)

## ATTACHMENTS

1. Letter of Interest Template
2. Municipal Efficiency Funding 2021-2022 Guidelines & Application

[Letterhead Here]

## Divert NS Municipal Efficiency Funding - Letter of Interest

### Municipality Contact

Dear Divert NS Funding Team,

The (Municipality) is writing to express interest in applying for funding with Divert NS to support increased efficiency of diversion of end-of-life wire lobster traps within the municipal solid waste-resource management system. The Municipality is seeking to increase efficiency for collecting and recycling end-of-life lobster traps in partnership with the Fishing Gear Coalition of Atlantic Canada (FGCAC). The Municipal Efficiency funding will directly help the Municipality's fishing industry waste reduction and diversion for end-of-life fishing gear.

Project Title: End-of-life Fishing Gear Management Efficiency Improvement in (Municipality)

Background: The FGCAC received funding from Divert NS in October 2020 to conduct baseline data research to understand fishing gear in Nova Scotia municipalities including its manufacturing, use in the fishery, and where it ends up when it can no longer be used for fishing. The [research resulted in a report](#) documenting results providing the FGCAC with insights into the industry for supporting development of an End-of-life Fishing Gear Management Project. This research found that 244,400 lobster traps (of which 212,000 are wire traps) are replaced annually by fish harvesters in Nova Scotia and that disposal practices are inconsistent across municipalities, highlighting the need for improving efficiency of collection and recycling wire lobster traps.

Project Description: The FGCAC is developing a waste management program model for Nova Scotia municipalities that is well-researched, satisfies stakeholders and rights holders concerns, and provides a financially self-sufficient management program for wire lobster traps. The purpose of applying to the Divert NS Municipal Efficiency funding is to work with the FGCAC to collect and recycle end-of-life lobster traps in our communities. Up to 26,000 stockpiled wire lobster traps will be removed and recycled from the Municipality's waste resource management facility, which will support the FGCAC in conducting their feasibility study of an [End-of-life Fishing Gear Management Program](#) to assess potential environmental, economic, and social impacts. This project will contribute to efficiency by reducing waste management costs by covering costs of diverting end-of-life wire traps from landfill for recycling. We want to ensure that our current practices to coordinate metal recycling is incorporated and improved within this project.

About the Partners: The (Municipality)'s seafood industry is a major economic driver in the communities. [The Municipality of Barrington is the Lobster Capital of Canada, receiving some of the greatest volumes of fishing gear waste.](#) The FGCAC is a not-for-profit organization with over 50 members from industry, government, communities, and academia. The FGCAC works collaboratively to develop sustainable solutions for end-of-life and abandoned, lost, and discarded fishing and aquaculture gear in Atlantic Canada.

Proposed Activities and Timeline: Activities from January 1, 2022 - December 31, 2022 described in below table.

	Activity	Description
1	Lobster trap stockpile removal and recycling.	Contracting metal recyclers to collect, remove, and recycle up to 26,000 wire lobster traps from the Municipality.
2	Organize Oversight Committee	Oversight Committee to guide the project, bringing waste management expertise from the FGCAC, Municipality, provincial government (Nova Scotia Environment), and waste stewardship organizations

[Letterhead Here]

		(Divert NS and Cleanfarms).
3	Analysis of impacts and benefits	Document, analyze, and report all financial, environmental, and social impacts and benefits of the wire trap collection and recycling program model.
4	Project Management & Administration	Ongoing monitoring and management of plan, schedule, budget, and deliverables. Includes travel, legal, advisory services, and admin costs.

Proposed Budget:

	<b>Activity</b>	<b>Budget</b>
1	Lobster trap stockpile removal and recycling	± \$40,000
2	Organize Oversight Committee	± \$2,500
3	Analysis of impacts and benefits	± \$7,500
4	Project Management & Administration	± \$10,000
	Total	~ \$60,000

Sincerely,

(Signature)

(Municipal contact)

# Municipal Efficiency Funding

2021-2022 Guidelines & Application



## 1. Program Purpose

The purpose of the funding is to support increased efficiency of diversion programs and facilities within the municipal solid waste-resource management system. Specifically, the fund will support municipalities/ waste management regions in researching, developing, and implementing efficiency projects. Projects should contribute to efficiency by maintaining or reducing waste management costs related to diversion programs and/or facilities.

## 2. Eligible Projects

Eligible projects under this program include:

- Projects assessing the feasibility of shared services or regional collaboration.
- Projects that create new or more efficient diversion processes, systems and services

## 3. Eligible Applicants

Eligible applicants include:

- A municipality in Nova Scotia
- A waste-resource management region in Nova Scotia

When joint applications are made, one lead applicant must be designated for correspondence with Divert NS.

## 4. Eligible Costs

Eligible costs include:

- Operational costs to implement new regional processes/shared services
- Meetings & travel essential to the project
- Third-party consulting fees
- Communication and educational outreach specific to the project
- Purchase of assets considered by the Committee to be essential to the success of the undertaking.

These expenditures must be incremental, in all respects fair and without fraudulence, and represent fair market value.

Contributions in-kind are eligible costs when, in the opinion of the Committee, they are essential to the project, are in all respects fair and without fraudulence, and represent fair market value.

## **5. Ineligible Costs**

Ineligible costs include land, depreciation, general-purpose vehicles and any other costs not considered essential to the project by the Committee.

Any project that has received support under any other pre-existing Divert NS funding contract or Divert NS funding program, is not eligible under this program.

## **6. Level of Assistance**

- a) This program will provide assistance for a minimum of fifty percent (50%) of eligible costs as determined by the Committee. In the event the Committee considers the project to be of high strategic value, a higher level of support may be provided.
- b) Assistance will be provided in the form of non-repayable contributions, except for the purchase of an asset, which may be conditionally forgivable.

## **7. Application Assessment and Analysis**

The Municipal Efficiency & Adoption Funding Committee (“the Committee”) shall assess all applications.

Applications must be submitted to the Committee in writing, using the prescribed application form. Please refer to the application form in Appendix A. One lead applicant should be designated for correspondence with the Committee and Divert NS when a joint application is made.

Applications will be reviewed based on meeting the program criteria and there is no specific allocation per region. In the event that applications received exceed the available budget, Management may prioritize and allocate funds at their discretion.

All decisions and funding recommendations of the Committee are subject to approval by the Board of Directors and/or Chief Executive Officer.

All applicants shall be informed of Divert NS’ decision in writing. The letter to successful applicants shall include the terms and conditions of the offer, as well as details on payment, reporting and audits.

## **8. Submission Date**

Applications can be submitted at any time. Applicants are strongly encouraged to contact their Regional Coordinator in advance of submitting their application. The Committee usually meets quarterly or as required - depending upon applications received. Staff can be contacted any time to discuss application timing and Committee meeting dates.

- Electronic copies are accepted by e-mail at [klpooley@divertns.ca](mailto:klpooley@divertns.ca).

## Appendix A

### 1. Applicant:

Municipality/Region:

Address:

City/Town:

Province:

Postal Code:

### 2. Primary Contact:

Name:

Title:

Telephone no.:

E-mail:

Fax no.:

### 3. Title of Proposed Project:

### 4. Project Location:

### 5. Federal, Provincial, Municipal permits required:

### 6. Brief Summary of Proposed Project (250 words or less):

### 7. Briefly state how the project is relevant to [the Nova Scotia Solid Waste Strategy](#) and/or [mandates of Divert NS](#) (100 words or less):

### 8. Which recommendation from the 2019 Efficiency and Effectiveness of Solid Waste Resource Management System report does this project support?

### 9. Estimated Start Date:

### Estimated Completion Date:



10. Total Cost of Project: \$

Total Request from Divert NS: \$

Have other organizations requested to support the project:

Yes

No

If yes, please provide details:

Organization

Funding Amount Requested

Contact Person

11. Attach your project proposal (20-page max.), which shall include the following:

- a) **Detailed Project Description.** Explain how this project adopts a diversion program or best practice previously established in Nova Scotia. Describe the potential impact on diversion and waste reduction. Describe how the project supports the [NS Solid-Waste Resource Strategy](#).
- b) **Project Timeline.** This schedule will show the timing of key aspects of the proposal, including activities considered to be critical to the completion of the project.
- c) **Project Budget.** This summary will include all anticipated eligible costs. In addition, a schedule of all wages and salaries paid, including any contracted assistance, shall be provided. For in-kind contributions, evidence must be provided that such contributions are at normal charge out rates.
- d) **Key personnel/researchers and their resumes.** Provide the names and descriptions of all partners in the project. Highlight the experience of key personnel and attach resumes as appropriate.
- e) **Other funders/partners.** This will include the names of contributing organizations, contact persons, the amount of assistance being provided, and all conditions attached to the assistance.
- f) **Other.** Any additional information relevant to your project.

12. Notice and Consent:

- (a) I certify that the information given is, to the best of my knowledge and ability, complete, true and correct and this will also apply to all information given in the future in connection with the implementation of the project.
- (b) I authorize Divert NS to make any enquiries of such persons or organizations, to collect and share information with them, as Divert NS deems necessary in order to reach a decision on this application, to administer and monitor the implementation of the project, and to evaluate the results of the project after project completion.

[ ] I read and understood the Notice and Consent. I voluntarily consent to the collection, use and disclosure as described.

Print Name and Title of Authorized Official

Date

Applications can be emailed to Kurt Laskow-Pooley at [klpooley@divertns.ca](mailto:klpooley@divertns.ca).

Applicants are strongly encouraged to contact their Regional Coordinator in advance of submission.