

Proposal for the Exclusive Right to Apply for a Marine Aquaculture Licence and Lease - Reallocation

Instructions:

You **MUST** complete ALL fields and sections of this form, unless stated otherwise. Incomplete proposals will not be considered by the Aquaculture Administrator (the "Administrator") when selecting a proponent. The Nova Scotia Department of Fisheries and Aquaculture (the "Department") will NOT contact you should your proposal be received incomplete. The criteria under which your proposal will be assessed and rated is included at the end of this form, which you can use as an aid when writing your proposal. Although a total score is provided following assessment, it is important to note that the proposal with the highest score is not by default the successful proponent; the Administrator reserves the right to the final decision following the call for proposals.

Site Register RE#	
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Section 1: Proponent Information	
Proponent Name:	
Name of Authorized Representative <i>(if applicable):</i>	
Phone Number (work):	
Phone Number (cell) <i>(optional):</i>	
Fax Number <i>(optional):</i>	
Email Address:	
Mailing Address:	
Civic Address <i>(if different than mailing address above):</i>	<i>The Civic address in Nova Scotia where your daily records will be kept with respect to the Aquaculture operation</i>
Additional Authorized Contact(s) <i>(include name, phone and email):</i> <i>optional</i>	

Proposed Development Plan (Sections 4 to 10)

If you need additional space to record information, refer to and include it as an attachment

Section 4: Production Plan Details

Provide a description of the infrastructure that would be in place to carry out your proposal. This includes, but is not limited to: The type of gear to be used, the anticipated number and capacity of cages/bags/lines, dimensions and approximate number of anchors to be used, the source of seed stock and/or how it will be collected and any additional information to accompany Section 3 above. In addition, review the site register details for any unique mitigative measures to be considered and address them in this section. This proposal is understood to be based upon the information available at the time of the submission. In future years, the actual amount of gear used, seed stocked and other production values may be higher or lower than the projections and will be determined by operational performance outcomes experienced at the site, including, but not limited to, environmental monitoring and farm operations.

In evaluating this section, the Department will review information such as: the technical feasibility of the proposed production scale within the requested area.

Section 5: Benefits to the Local Community and the Province

Provide a description of how your proposal would benefit the local community and the Province of Nova Scotia. *For example, anticipated direct local jobs created, use of local suppliers, processors, seed stock, potential secondary industries, impact to other business development in the community and Province.*

In evaluating this section, the Department will review information such as: the number of full-time, part-time and seasonal employees directly related to the proposal, sources of labour, types of goods and services, predicted volumes of goods and services, hatchery or seed source, location of processing of product.

Section 6: Past and Present Aquaculture Operations in the Province

In the table below, list all aquaculture sites with licenses that are presently or have been previously issued to you by the Province of Nova Scotia. For present aquaculture sites, provide a summary of your current operation including the rationale for any sites currently underutilized. For past aquaculture sites, explain why you are no longer operating the site (i.e. what happened to the aquaculture site).

In evaluating this section, the Department will be reviewing the production and operational history of the aquaculture sites with licenses currently and previously issued to the proponent (e.g. for the purposes of site utilization) and the compliance history of the proponent with respect to those sites.

Check this box if you have no past or present aquaculture operations in the Province

Aquaculture Site Number (AQ#)	Past or Presently Issued Licence? (Check one)	If Past: Why you are no longer operating the site / what happened to the site If Present: Summary of your current operation / rationale for underutilized sites
	PAST PRESENT	
	PAST PRESENT	
	PAST PRESENT	
	PAST PRESENT	
	PAST PRESENT	

Section 7: Ability to Execute the Proposed Activities

Provide a description of your relevant knowledge and experience. This can include education, business experience, aquaculture experience, previous aquaculture compliance history, previous experience in community engagement, proposed management team (if known), other relevant information to demonstrate the technical and business skills available to execute the proposed development.

In evaluating this section, the Department will review information such as: the relevance of experience to the proposed aquaculture development, years of relevant experience, and past operational success.

Section 8: Market Plan

Provide a description of your basic market plan. For example: Product forms, anticipated price(s), target market, distribution of product and marketing/promotion of product.

In evaluating this section, the Department will review information such as: clear plans to sell, promote and distribute the product. Feasibility of the market plan. Benefits to the local economy.

Section 9: Financial Plan

Provide a description of your financial ability to carry out the proposed activities. Include or attach a detailed description of your initial start-up costs and how you plan to fund these costs until you are reporting income, providing documented evidence where possible. Provide or attach a detailed breakdown of your anticipated annual revenue and expenses starting from the year of start-up to the year you are reporting income (e.g. EBITDA for one production cycle forward). Include the costs for any equipment, supplies or infrastructure. Include the type, amount and source of any financing or funding used or anticipated.

In evaluating this section, the Department will review information such as: A clear understanding of the financial requirements associated with starting and maintaining an aquaculture operation, a reasonable and achievable plan for obtaining the funds necessary to carry out the proposal and an appropriate amount of time required to become profitable.

Section 10: Summary / Additional Information

How does your proposed development plan along with your unique combination of expertise, experience and resources position you as the most suitable proponent? Refer to the call for proposals to determine if there is any additional information being requested as part of your proposal. Include any other information that you would like to be considered in review of this proposal.

Public Notice and Disclosure

You are advised that, in the event of a successful proposal and in accordance with Aquaculture Licence and Lease Regulations, the Department will disclose the proponent’s name, the nature, geographic area, and scale of the proposed development associated with the call for proposals.

Privacy Statement

The personal and business confidential information collected as part of this form will only be used or disclosed by the Nova Scotia Department of Fisheries and Aquaculture for the purpose of deciding on the call for proposals and any subsequent application made, should you be the successful proponent. All information collected is subject to the Freedom of Information and Protection of Privacy Act (“FOIPOP”) and will only be used or disclosed in accordance with FOIPOP.

By signing and submitting this form, I acknowledge that I have read, understood, and accept the above statements regarding the collection, use, and disclosure of the information provided on this form. I also hereby certify that the information provided within and accompanying this form is true and correct.

Signature of Proponent or Authorized Representative:	
Date:	

Submit completed form via email (preferred method), mail or fax to:

E-mail (preferred method): aquaculture@novascotia.ca

Mailing Address:

Nova Scotia Department of Fisheries and Aquaculture, Licensing & Leasing
1575A Lake Rd, Sandy Point, NS B0T 1W0

Fax: 902-875-7429

Office: 902-875-7439

FOR OFFICE USE ONLY			
Section A: Preliminary Review			
Date Received:			
Has the following been provided?	YES	NO	N/A
Site Register #			
Section 1: Proponent Information			
Section 2: Company Information (if applicable)			
Section 3: Proposed Production Plan Summary			
Proposed Development Plan (Sections 4 to 10)			
Form is signed and dated			
IS PROPOSAL ELIGIBLE FOR FURTHER ASSESSMENT? (If any of the above responses are "NO", the proposal is NOT eligible for further assessment)			
Notes			
Preliminary Review Completed By / Date:	Licensing Coordinator, Aquaculture Division		

FOR OFFICE USE ONLY		
Section B: Proposal Assessment		
Instructions:		
<i>This section is to be completed if a preliminary review of the proposal has been completed and the proposal has been deemed eligible for further assessment.</i>		
<i>When conducting the assessment, review each applicable section of the proposal and assign it a rating of 1 to 5. Add up all the ratings to get a total score.</i>		
<i>Use the included Assessment Criteria to Consider and Rating Guide to aid in the assessment.</i>		
Section #	Section Name	Score (out of 5)
3	Proposed Production Plan Summary	
4	Production Plan Details	
5	Benefits to the Local Community and the Province	
6	Past and Present Aquaculture Activities in the Province	
7	Ability to Execute the Proposed Activities	
8	Market Plan	
9	Financial Plan	
10	Summary / Additional Information	
TOTAL SCORE (out of 40)		
Notes		
Proposal Assessment Completed By / Date:	Advisor, Aquaculture Division	

Assessment Criteria to Consider:

Section	Criteria to Consider <i>Examples of information expected to be included</i>
3 – Proposed Production Plan Summary	Are the species and cultivation methods eligible for consideration (per the site register)? Is the cultivation method feasible for the species? Is the expected annual harvest and maximum biomass on site reasonable for that species, cultivation method and size of site? Is the expected grow-out period typical of that species and cultivation method? Is the time required to reach maximum production reasonable?
4– Production Plan Details	Has the proponent demonstrated compatibility and technical feasibility of the proposed production scale within the requested area? Has the proponent considered and addressed any unique mitigative measures present in the site register?
5 – Benefits to the Local Community and Province	Are the described benefits of the proposed development to communities in the area of the proposed development as well as to the Province reasonable? <i>Should include: the number of full time, part time, and seasonal employees directly related to the proposed development, sources of labour, types of goods and services, hatchery or seed source, location of processing of product, any other potential benefits.</i>
6 – Past and Present Aquaculture Operations in the Province	Has the proponent fully utilized their existing sites or is the rationale for any sites that are not at maximum production justified? Has the proponent demonstrated a history of compliance with the Nova Scotia Fisheries and Coastal Resources Act and related Regulations? Note: If the proponent has no past or present aquaculture activities in the Province, the highest rating is recommended for this section so as to not penalize new entrants to the industry.
7 – Ability to Execute the Proposed Activities	Does the relevant knowledge and experience provided by the proponent demonstrate the technical and business skills necessary to execute the proposed development? <i>Should include: education, business experience, aquaculture experience, previous aquaculture compliance history, previous experience in community engagement, proposed management team and other relevant information.</i>
8 – Market Plan	Does the marketing plan provided by the proponent describe a reasonable plan to promote, sell and distribute the product? <i>Should include: product, price, target market, distribution plan, promotion plan, benefits to the local economy.</i>
9 – Financial Plan	Does the proponent have a clear understanding of the financial requirements associated with starting and maintaining an aquaculture operation? Does the proponent have a reasonable and achievable plan? <i>Should include: historical and projected financial resources for the development, projected statements (including revenues, expenses and EBITDA (Earnings Before Interest, Taxes, Depreciation and Amortization) for one production cycle forward. Strategic relationships or other relevant information. Debt vs. Equity, Security.</i>
10 – Summary / Additional Information	Has the proponent provided a strong case for themselves as the most suitable proponent? Refer to the call for proposals to determine if there are any additional criteria to consider.

Rating Guide:

Rating	Examples for this level of rating:
1 - Unacceptable	No criteria met. No related answer or an inappropriate answer was provided.
2 – Less than Acceptable	Few criteria met. Many deficiencies. A major problem exists (which could not be mitigated or corrected). Proposed development is not likely to succeed and would require significant changes.
3 – Acceptable	Most criteria met. A minor problem exists (which could be mitigated or corrected). Proposed development would require minor changes in order to succeed if implemented.
4 – Comprehensive	All criteria met. No problems exist. Proposed development would likely succeed at an acceptable level if implemented.
5 – Mastery	All criteria met and surpasses minimum requirements. Exceptional level of detail provided. Proposed development would likely succeed and perform exceptionally well if implemented.