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Item No. 3
Halifax Explosion 100th Anniversary Special Advisory Committee
February 23, 2017

TO: Chair and Members of the Special Advisory Committee on the 100th Anniversary of the Halifax Explosion

Original signed

SUBMITTED BY:

Amanda Whitewood, Director of Finance & ICT/CFO

DATE: February 1, 2017

SUBJECT: **Halifax Explosion 100th Anniversary Grants Program Recommended Awards: Fiscal Year 2016**

ORIGIN

October 6, 2015 – Regional Council approved Administrative Order 2015-003-ADM respecting centennial-related grants to non-profit organizations and charities.

LEGISLATIVE AUTHORITY

- *HRM Charter* S.N.S 2008 c.18, Section 79(1)(av)
 - (1) Council may expend money required by the Municipality for
 - (av) a grant or contribution to (v) a charitable, nursing, medical, athletic, educational, environmental, cultural, community, fraternal, recreational, religious, sporting or social organization;
 - (vii) a registered Canadian charitable organization.
- *HRM Charter* Section 70(1)
The Municipality may
...
 - (c) pay grants to a body corporate for the purpose of promoting or beautifying a business district....
- *Administrative Order 2015-003-ADM Respecting the Halifax Explosion 100th Anniversary Grants Program.*
- *Administrative Order 2014-005-GOV Respecting the Special Advisory Committee on the 100th Anniversary of the Halifax Explosion* Section 6
 - (c) The committee shall advise the staff of HRM's Finance Department's Grants program with regards to the development of a grant program, funding criteria and guidelines. If directed by Council, the committee may make recommendations to the Grants Committee in regard to funding applications.

RECOMMENDATION

It is recommended that the Special Advisory Committee on the 100th Anniversary of the Halifax Explosion recommend that the Grants Committee recommend that Regional Council approve ten (10) grants as detailed in the Discussion section of this report for a combined total of \$73,480 from Account M311-8004 *Community Grants Program*.

BACKGROUND

The *Halifax Explosion 100th Anniversary Grants Program* is designed to expand opportunities for the participation of the non-profit sector in recognizing the centennial of the Halifax Explosion, including organizations and projects ineligible for consideration under an existing municipal grant program and collaborative initiatives.¹ The program's funding priorities support the vision statement and guiding principles developed by the Special Advisory Committee on the 100th Anniversary of the Halifax Explosion for the Municipality's commemorative program.

This report makes recommendations with respect to awards. An overview of the evaluation criteria is included in Attachment 1. Applications not recommended for funding are listed in Attachment 2. Any reference to policy is to Administrative Order 2014-003-ADM included as Attachment 3 of this report.

DISCUSSION

The 2016 call for application to the *Halifax Explosion 100th Anniversary Grants Program* received 24 applications by the close of the application period for a combined total of \$213,523 in requests. There are five categories of grant available: educational initiatives, centennial exhibit or display, interpretation, ethno-cultural historical research and/or presentation, and a formal ceremonial or dedication event. The maximum value of grant available under this program is \$10,000 per fiscal year. In 2016, the program had a budget allocation of up to \$100,000.

Recommended Awards

The *Halifax Explosion 100th Anniversary Grants Program* is not intended as a developmental program: applications recommended for funding received a score of 65/100 or above and are listed below in rank order. Readers are cautioned that the total estimated project costs stated in an application may include expenditures ineligible for consideration under the program's policy. Consequently, the value of recommended award may be lower than requested.

1. Narratives in Space and Time Society – Halifax/Dartmouth - Interpretation

Founded in 2012, the Narratives in Space and Time Society is an interdisciplinary creative research group sustained by fundraising and project-specific grants. In 2013, the society launched a series of interpretive walking tours based on the Halifax Explosion². The approach combines mobile media such as GPS, smartphones and tracking devices in combination with other activities (walking, narration, model-making) in an interactive exploration of locations and story-telling.

A grant of \$10,000 is requested to develop an interactive and location-specific software application for free public use featuring walking routes, text, locations and photographic documentation of neighbourhood landscapes in areas of Halifax and Dartmouth impacted by the explosion. Total estimated cost of the 2017 series is \$147,900 which includes content creation, community events, exhibits and marketing. Federal and provincial government funding is confirmed.

¹ Report to Audit & Finance Standing Committee, September 22, 2015.

² *Tufts Cove, Lisper, Walking the Debris Field: A Natural History, Africville, Across the Narrows, Public Geographies of the Halifax Explosion, Towards Pier 6, and Locating the Mont-Blanc Fragments in Today's City.*

The society's commitment to the centennial is demonstrated in a multi-year program that has evolved to include collaborative relationships with recipients of grants under the *Halifax Explosion 100th Anniversary Grants Program*, notably the Nova Scotia Cultural Society of the Deaf, Photopolis Society, and Dalhousie University Art Gallery³. The project fosters active public engagement in knowledge development and interpretation through a variety of cultural and creative modes. A web-based repository represents an enduring legacy that reaches beyond the geographic boundaries of the region.

A grant of \$10,000 is recommended to the Narratives in Space and Time Society towards presentation of the *Walking the Debris Field: Public Geographies of the Halifax Explosion* interpretive series in 2017.

2. St. Joseph's A. McKay Home and School Association – Halifax – Educational Initiative

Founded in 1867, the St. Joseph's A. McKay School was destroyed in the Halifax Explosion; its replacement was funded under the civic reconstruction program and reopened in 1919. The school's Home and School Association incorporated as a registered Canadian charity in 1994 for the purpose of fundraising to support special projects and events.

The Association has requested a grant of \$5,230 to fully fund a collaborative community art project, *Children of the Explosion: Remembrance, Resilience and Pulling Together*⁴, that comprises four elements:

- younger children will complete small projects about the Halifax Explosion such as a poem, model or drawing;
- upper grade students will research the history of the event using the Nova Scotia Archives and select images to be used in the design of a mosaic tile installation;
- all students will be invited to create a clay tile that will be produced by local ceramic artist Andrea Puszkar and combined into a mosaic permanently displayed within the school;
- a short video documenting the process will be presented at a school event commemorating the 100th Anniversary of the Halifax Explosion.

The value of award has been moderated to exclude professional fees: Section 8(2) permits professional fees where the individual is not a member of, or employee of, the applicant. The project actively engages students of all abilities in the development of a permanent art installation through the creation, selection and presentation of images and stories. The project also meets the program's funding aims in terms of organizations ineligible for consideration under an existing municipal grant program.

A grant of \$2,730 is recommended to the St. Joseph's A. MacKay Home and School Association towards the community art project *Children of the Explosion*.

3. Atlantic Filmmakers Cooperative – Halifax - Interpretation

Founded in 1974, the Cooperative is a resource centre for professional and non-professional independent filmmakers. Operations are sustained by recurring core funding from the Canada Council for the Arts and the Nova Scotia Department of Communities, Culture & Heritage supplemented by non-recurring municipal grants, membership and workshop fees, equipment and facility rentals. The organization is a registered Canadian charity.

A grant of \$10,000 is requested towards a short animated film production and presentation project (total \$15,000). Animation was selected because the range of techniques is broad and can lower production costs as compared to narrative or documentary filmmaking. In November, 2016, the Cooperative issued an open call for expressions of interest to emerging and established filmmakers to commission the development of three (3) short animated films that "commemorate, educate, explore or reflect the diversity of communities that were impacted by this historical event". A total of nine (9) applications were received

³ See: Report to Special Advisory Committee on the 100th Anniversary of the Halifax Explosion, January 27, 2016.

⁴ Presentation to the Special Advisory Committee on the 100th Anniversary of the Halifax Explosion meeting of April 15, 2015. See: www.halifax.ca/boardscom/explosion/documents/STAMand100.pdf

by the deadline and a peer jury selected five (5) submissions on the basis of originality, the applicant's ability to complete the project, and the quality of the submission:

- James MacSwain: the story of the Halifax Explosion told through the story of a red purse containing a love letter to a young man who is off to war from his girlfriend left behind in Halifax;
- Becka Barker: exerts of personal stories and reflections on resilience in the wake of the explosion using live-action animation techniques;
- Sam Decoste: an account of the Halifax Explosion from the perspective of the Black community in North End Halifax using hand-drawn, stop motion and paper cut-out;
- Sileon Daley: based on the story of Frances Mackey, harbour pilot aboard the Mont-Blanc, using silhouette style animation;
- Josh Owen: a personal story of Mr. Owen's grandfather, William Owen, who survived the disaster told through hand-drawn animation.

The films will be presented at a screening at the Halifax Central Library (free admission) and will be licensed to CBC for television broadcast. Additional screenings may be secured at film festivals and online. The applicant's contribution is the license fee received from CBC, screening fees, and in-kind access to facilities and equipment. The value of award has been moderated to exclude a portion of professional fees: Section 8(2) permits professional fees where the individual is not a member of, or employee of, the applicant.

The commissioned works encompass biographical, historical and fictional accounts that when presented together as a series enables synergies between the individual works, the filmmakers and audience members. Variety in subject matter, perspective and animation method enhances the appeal to members of the general public and the presentation is accessible in terms of free admission and a fully wheelchair accessible venue.

A grant of \$8,500 is recommended to the Atlantic Filmmakers Cooperative towards the *Halifax Explosion 100th Anniversary Commissioning Project*.

4. Fort Sackville Foundation – Bedford – Educational Initiative

The Foundation is a registered Canadian charity that leases the municipally-owned registered heritage property known as Scott Manor House for use as a community museum. The museum's collection and activities focus on the Fort Sackville military outpost (1749-1906) and the history of Bedford's settlement. With the exception of HRM's less than market value lease, this volunteer organization is self-funded through donations and fundraising. In 2016, the Foundation issued a call to local residents for the loan of memorabilia for an exhibition on the Halifax Explosion with particular emphasis on Bedford.

A grant of \$8,000 is requested to fully fund the production of a video based on the retrospective personal account of Evelyn M. Richardson (1902-1976)⁵ first published in 1977⁶. At the time of the explosion, 15-year old Evelyn lived in Bedford and commuted to Halifax on the Intercolonial Railway to attend the Halifax Academy on Brunswick Street. Her father was employed as Principal of the Alexandra School. Both father and daughter escaped the explosion unharmed and Evelyn's story follows their path through the devastated city as they walked home. References to persons or buildings will be illustrated with archival and family photographs. The video will be made available online through *YouTube* and/or *Vimeo* and a limited number of DVD's and self-published booklets will be donated to local schools and libraries.

Evelyn's biographical story offers a glimpse into the experience of people who did not reside in neighbourhoods devastated by the explosion but who nevertheless were exposed to its enduring impacts. The accompanying exhibition helps heighten awareness of Bedford's connection to the disaster (for example, Rockingham, Mount St. Vincent University).

⁵ Richardson is a noted Canadian literary figure having received a Governor General's Award for Non-Fiction in 1954 for her memoir *We Keep the Light*, a national literary award in her honor is presented annually by the Writers' Federation of Nova Scotia.

⁶ Evelyn Richardson, "The Halifax Explosion, 1917", *The Nova Scotia Historical Quarterly*, v.7 (4), December, 1977, Halifax: Petheric Press Limited/McCurdy Printing Company Limited, pp.305-330.

A grant of \$8,000 is recommended to the Fort Sackville Foundation for the production of a video based on the biographical account of Evelyn Richardson.

5. Grace United Church – Dartmouth - Interpretation

Grace United Church began as a Methodist congregation in 1785. The wooden church located at the intersection of King and Ochterloney Street, Dartmouth, was severely damaged in the Halifax Explosion and subsequently demolished. The replacement building was completed and reopened in 1920. Grace United is a registered Canadian charity and operations are sustained by congregational donations and facility rentals supplemented by non-recurring project grants.

A grant of \$10,000 is requested to fully fund an interpretive multi-media installation by visual artist Nick Iwaska and a “history fair” focused on the Halifax Explosion’s impact on Dartmouth and how communities overcame a sense of disconnection created by the loss of communication, transportation, and human life. The audio-visual installation will be presented in the church sanctuary using a “projection mapping” technique to incorporate architectural features into two and three-dimensional images. A concurrent display of work and/or artefacts in the church hall will encourage the active participation of local non-profit organizations, historians and researchers. The first presentation is proposed for the *Nocturne Art at Night* event in October with the concluding presentation in December, 2017. The value of recommended award has been moderated to exclude unsubstantiated miscellaneous expenses.

This interpretation project will bring attention to the experience of Dartmouth residents in relation to the Halifax Explosion and the history fair is an opportunity to share academic and community-based research, personal and family memorabilia. The presentation is accessible to the general public in terms of free admission and a fully wheelchair accessible venue.

A grant of \$9,500 recommended to the Grace United Church towards a Halifax Explosion multi-media presentation and community-based history fair.

6. Archdiocese of Halifax-Yarmouth (Roman Catholic Episcopal Corporation of Halifax) – Halifax – Interpretation

The Archdiocese of Halifax-Yarmouth is a registered Canadian charity serving five counties in central Nova Scotia comprising approximately fifty-three parishes. The Archdiocese is self-sustaining through parish assessments, donations, rental income and fundraising. In 2014, the Archdiocese initiated the *Lost – Not Forgotten: Victims of the Halifax Explosion in Catholic Cemeteries Project* to honor individuals killed in the Halifax Explosion interred in Mount Olivet (c.1896) and Holy Cross (c.1843) cemeteries. Many of the graves and headstones are still standing and legible; others are damaged by the elements or unidentified. Mount Olivet also includes a memorial dedicated to unidentified victims. Summer students and parish volunteers have located individual burial sites, photographed and catalogued approximately 300 headstones. This information will be self-published by the Archdiocese in a booklet and a self-guided walking tour brochure.

A grant of \$10,000 is requested to fund the design, fabrication and installation of five (5) outdoor interpretive panels (total cost \$10,500). The applicant’s cost-share and a corporate donation will fund student honoraria, booklet/brochure printing, and a reception following a commemorative mass at Mount Olivet.

The Archdiocese’s commitment to the centennial is clearly demonstrated by their self-directed research and on-going investment of financial and human resources. The project recognizes and honors the memory of persons who died as a result of the Halifax Explosion and brings attention to the role of local religious institutions in conducting an unprecedented number of burial services. The research will be of interest to historians, genealogists, and descendants of the deceased.

A grant of \$10,000 is recommended to the Archdiocese of Halifax-Yarmouth towards the *Lost-Not Forgotten* interpretive project honoring victims of the Halifax Explosion buried in Holy Cross and Mount Olivet cemeteries.

7. Zuppa Circus Theatre Society – Halifax - Interpretation

The society is an established professional arts organization and registered Canadian charity whose operations are sustained by federal, provincial and municipal operating grants, ticket sales and instructional program revenues.

A grant of \$10,000 is requested towards development and presentation of *The Halifax Explosion Inquiry*, a play based on the book *Aftershock: the Halifax Explosion and the Persecution of Pilot Francis MacKay* by Janet Maybee (total \$23,205.56). Provincial funding unconfirmed. The original script will be based on Mr. MacKay's testimony at the formal inquiry that followed the explosion. The play explores parallels between the post-explosion climate of public anxiety and contemporary cases in which public anger incites a desire for vengeance. The proposed venue will be the Halifax Provincial Courthouse and public access enhanced through live-streaming one performance. The tentative date for presentation is in late December, 2017, to coincide with the start of the original inquest. The value of award has been moderated to exclude a portion of professional fees: Section 8(2) permits professional fees where the individual is not a member of, or employee of, the applicant.

This original work draws attention to the diversity of communities impacted by the Halifax Explosion and recognizes that civilian casualties of war are not only those killed or injured and includes other people adversely affected by the event.

A grant of \$7,000 is recommended towards presentation of *The Halifax Explosion Inquiry*.

8. Second Chances Community Band Society of Nova Scotia – Regional – Educational Initiative

Incorporated in 2013, the society's volunteers organize learning ensembles for adults at various levels of musicianship. The organization is sustained by membership fees, fundraising, and registration fees from the annual *Halifax Community Band Festival*.

A grant of \$8,000 is requested to fully fund the creation of an original musical score for concert bands (\$4,000), the purchase of audio-visual equipment, and printed promotional materials. Composer, arranger and conductor Robert Buckley will develop a score to complement the skills and instrumentation typical of a high school or non-professional community band, honor ensemble or cadet band. The intent is to annually invite a high school band to co-perform the work with members of the Second Chances Community Band and to enhance the performance with supplementary information about the history of the Halifax Explosion.

The project fosters the participatory aims of the Educational Initiatives category, including the opportunity for inter-generational and annual collaborative performances with community-based youth bands, but the 'educational' content and dissemination technique(s) are unconfirmed. Full funding recommended for the commission of an original music score.

A grant of \$4,000 is recommended to the Second Chances Community Band Society for the commission of an original musical score.

9. North End Business Association – Halifax- Display

The North End Business Association is a non-profit society representing approximately 400 members⁷ of the North End Business District for the purpose of attracting and retaining commercial activity within the district. Operations are sustained by an annual BID levy approved by Regional Council supplemented by non-recurring grants and fundraising.

⁷ Membership comprises owners of property assessed as Commercial; each member pays an annual levy.

A grant of \$10,000 requested towards a temporary display of “before and after” photographs in outdoor or storefront locations in the business district and an online map application update (total \$12,400). Costs include a project researcher/curator, photograph reproduction and archival fees, bunting⁸ and marketing.

The *HRM Charter* (2008) does not permit grants to business or industry⁹ but an exception may be made for a business district wherein the purpose of funding is beautification or promotion of the area. Applicants were advised of this funding limitation in the program’s guidebook (p. 7). Consequently, the proposal must be evaluated in relation to Section 70(1) of the *HRM Charter* as well as the centennial grant program’s funding aims. The value of award has been moderated to include partial funding towards project-specific intern.

Placed “in situ” images of buildings and sites pre and post the Halifax Explosion help viewers comprehend the scale of neighbourhood destruction and extent of reconstruction. Linking these locations visually demonstrates their connectivity both to the event and to each other to present part of a larger story.

A grant of \$7,750 is recommended to the North End Business Association towards a temporary outdoor photographic display.

10. Army Museum Halifax Citadel – Regional - Exhibition

Incorporated in 1953, the Army Museum Halifax Citadel maintains a permanent collection of military artefacts and related historical materials for the purpose of interpreting and exhibiting these resources for public benefit. The society also develops and hosts touring exhibitions. Operations are sustained by the provincial *Community Museums Assistance Program* and a Parks Canada fee-for-service contract supplemented by fundraising.

Based on research commissioned by Parks Canada¹⁰, the society has undertaken the development of a new exhibit titled “*The City Regiments Response to the Halifax Explosion*”¹¹ to recognize the contribution of military personnel in relief efforts immediately following the Halifax Explosion. In 2017, approximately 5,000 military personnel were stationed in the region of which 3,300 were members of the Halifax Garrison including 600 Canadian Army Medical Corps members. In the immediate aftermath of the explosion the Garrison’s regiments¹² assisted with search and rescue operations and military hospitals were opened to accept civilian casualties. The immediate deployment of military personnel in advance of a coordinated civic response is credited with reducing the number of fatalities.

A grant of \$10,000 is requested towards the purchase of two portable display cases for community outreach (schools, Royal Canadian Legion, institutions), production of a bilingual illustrated interpretive booklet and promotional materials (total \$15,618). The applicant’s cost-share and corporate sponsorship are confirmed. The exhibit is expected to be on view for three years (2017-2020) and visitation is expected to increase in 2017 due to the 75th Anniversary of WWII. Admission to the museum is free and the federal government has waived Parks Canada admission fees in 2017 to commemorate the 150th Anniversary of Confederation. The value of award has been moderated to reflect a change in scope of project (the walking tour and brochure have been deferred) and payment to a member: Section 8 (1.b) and 8(2) permits professional fees where the individual is not a member of the Board of Directors, a member or employee of the applicant.

⁸ A traditional form of patriotic or festive decoration typically made of fabric or paper suspended across a road, built structure, or area to signify a special occasion.

⁹ HRM Charter s.71(2).

¹⁰ “The Garrison Response to the Halifax Explosion”, Dr. James White, Ph.d, Arambec Research, 2014.

¹¹ It is important to note that this exhibition is distinct from but augments the larger exhibition “*The Trail of the Canadian Army 1939 to 1945*” to commemorate the 75th Anniversary of WWII.

¹² The term “city regiments” refers to the 1st Regiment Garrison Artillery, Royal Canadian Artillery, the 63rd Regiment (Halifax Rifles), and the 66th Regiment (Princess Louise Fusiliers).

The exhibition addresses the commemorative program's aims in terms of exploring the institutional response to the impact of the disaster, including within the context of war and the role of "first responders" including military and civilian personnel contributed to the development of today's emergency measures operations.

A grant of \$6,000 is recommended to The Army Museum of Halifax Citadel towards *The City Regiments Response to the Halifax Explosion* exhibition.

FINANCIAL IMPLICATIONS

M311-8004 Community Grants Program 2016 Budget	\$500,000
Less Awards	(\$462,651)
Balance	\$ 37,349
Less Award to Atlantic Agricultural Fall Fair Association	(\$20,000) ¹
Balance	\$17,349
Transfer to M311-8004 from General Contingency Reserve Q421	\$47,647 ²
Revised Balance as of December 31, 2016	\$64,996
Less Proposed Awards (10)	(\$73,480)
Balance	-\$8,484

If approved, the budget over-expenditure of \$8,484 can be accommodated within the overall 2016 budget allocation to Cost Centre M311.

Notes:

1. One-time developmental grant approved by Regional Council at their meeting of September 20, 2016.
2. Meeting of Regional Council February 23, 2016, approved transfer of balance in the amount of \$47,647. remaining in Account M311-8004 to Operating Surplus Reserve Q328 to be applied to the Halifax Explosion 100th Anniversary Grants Program. This expenditure was approved by Council in the 2016-17 budget.

General Contingency Reserve, Q421

A new reserve business case was approved by Regional Council on September 20, 2016. The General Contingency Reserve receives annual operating surpluses and can be used to fund operating costs and offset deficits, new operating priorities and/or capital expenditures. In 2015, the transfer of \$47,647 from M311-8004 to the former Operating Surplus Reserve was merged into the new General Contingency Reserve, Q421. The transfer to M311-8004 in fiscal year 2016 meets the purpose of the contingency reserve.

COMMUNITY ENGAGEMENT

Information regarding program eligibility, application timelines and evaluation criteria were posted on the Municipality's web site on October 23, 2015. Printed materials were also available from all Customer Contact Centres and the Corporate Call Centre. Public information meetings for potential applicants were held November 25, 2016, in Dartmouth, and November 26, 2016, in Halifax.

The Special Advisory Committee on the 100th Anniversary of the Halifax Explosion comprises eight (8) members of the general public appointed by Regional Council pursuant to Administrative Order 2015-005-GOV. As approved by Regional Council the committee is charged with the responsibility to receive recommendations from the staff review and forward their recommendation to the HRM Grants Committee.

The HRM Grants Committee comprises four (4) members of Regional Council appointed by their respective Community Council, one of whom shall be a member of the Audit & Finance Standing

Committee, and six (6) members of the general public appointed by Regional Council through a public call for volunteers convened by the Office of the Municipal Clerk.

ENVIRONMENTAL IMPLICATIONS

Not applicable.

ALTERNATIVES

1. The Advisory Committee could recommend to the Grants Committee that a staff recommendation be overturned or amended, including the value of award or the terms and conditions of funding.

The rationale and any financial implications of a motion to amend the recommendations put forth in this report shall be included in the Advisory Committee's report to the Grants Committee.

ATTACHMENTS

1. Overview of Review Methodology.
2. Applications Not Recommended for Funding.
3. Administrative Order 2015-003-ADM Respecting the Halifax Explosion 100th Anniversary Grants Program.

A copy of this report can be obtained online at <http://www.halifax.ca/commcoun/index.php> then choose the appropriate Community Council and meeting date, or by contacting the Office of the Municipal Clerk at 902.490.4210, or Fax 902.490.4208.

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Peter Greechan, Community Developer, Grants & Contributions, Finance & ICT

Report Approved by: *Original signed*

Bruce Fisher, Manager Financial Policy & Planning, Finance & ICT 902.490.4493

Overview of Review Methodology

An inter-departmental panel of eight (8) staff was convened with the approval of the Director of Finance to evaluate applications in accordance with the program's policy. The scoring criteria set out in Section 22 (a) to (l) of the policy were incorporated into a scoring matrix as shown below in Table 1 and included on page 12 of the program guide.

Table 1. Weighted Scoring Criteria		
Outcome	Rationale	Score
Organizational and Project Viability	Demonstrated ability to successfully complete/deliver the project before or by December 6, 2017. Demonstrated commitment in relation to the centennial.	20
Knowledge and Awareness	Increase public awareness, new knowledge, self-representation.	20
Innovation and/or Collaboration	Demonstrated project planning, synergy, creative niche or broad public appeal.	10
Incremental Impact	Project would not proceed in whole or in part without public funding.	10
Public Engagement	Participation, accessibility, inclusion, public awareness of the project.	20
Enduring Legacy	Probability of sustainability (if applicable), anticipated duration or scale of impact.	20
TOTAL		100

Applications Not Recommended for Funding

Applicants not recommended for funding will receive written feedback in a letter of notification. Any reference to policy is to Administrative Order 2014-003-ADM. The following applications are listed in *alphabetical order*.

I. Not Recommended for Funding

Atlantic Book Awards Society – Dartmouth - Interpretation

A grant of \$7,000 is requested to enhance the society's annual literary award event held in April with readings by five authors/historians whose published book is based on the Halifax Explosion and to commission an original work by HRM Poet Laureate, Rebecca Thomas. Admission fee \$10. A portion of costs were either ineligible (catering) or related to the larger event (theatre rental fees): incremental costs specific to the Halifax Explosion centennial included authors' fees, a spoken word commission, and video editing in the range of approximately \$2,000 to \$3,000.

Chebucto Orchestral Society of Nova Scotia – Halifax- Ceremonial or Dedication Event

A grant of \$10,000 is requested to fully fund a concert to present part of the choral work *Halifax: The First Two Hundred Years* at a date and location to be determined. A discrete incremental programming or legacy element directed related to the centennial was hard to discern and quantify in relation to overall costs. The proposal lacked a confirmed performance venue or date.

Knights of Columbus Halifax Council 1097 – Halifax- Ceremonial or Dedication Event

A grant of \$10,000 is requested for assorted items: two plaques, an information display, a church service, web site application, and printed information (total \$10,500). A financial statement was unavailable at the time of application. With the exception of a religious service, the application lacked sufficient detail to align the individual elements to Section 6(e) of policy that states "Ceremonial or Dedication Event. A formal ceremony performed to honour the Halifax Explosion or an event or commemorative project to dedicate something for the purpose of remembrance".

Mulgrave Park Caring and Learning Centre – Halifax – Ethno-Cultural Historical Research and Interpretation

A grant of \$10,000 is requested towards the development of a community memorial garden on land owned by the Metropolitan Housing Authority. The application lacked an itemized budget breakdown as per Section 10(e) of the program's policy and the property owner's consent is unconfirmed.

Nocturne Art at Night Society – Halifax- Exhibition

A grant of \$10,000 is requested towards an artist-in-residency program and a Halifax Explosion themed event to parallel *Nocturne Art at Night* in 2017 (total \$237,500). The project relies upon unconfirmed funding of \$230,000 from the provincial *Forward 150* program.

QEII Health Sciences Centre Foundation – Halifax- Ceremonial or Dedication Event

A grant of \$8,083.60 is requested to fully fund a "commemorative ceremony" on December 6, 2017, that is part of a larger celebration of Camp Hill Hospital's 100th Anniversary. The program includes speeches, music, and a moment of silence followed by a reception. The application includes ineligible expenses for catering (Policy 8.i) and an enduring legacy cannot be substantiated from the information provided by the applicant.

St. Mathews United Church – Halifax – Ceremonial or Dedication Event

A grant of \$9,100 is requested towards a ticketed concert performance of Gabriel Faure's *Requim* and an existing choral work *Halifax Explosion* supported by a multi-media presentation on the evening of December 6, 2017 (total \$13,058). The project is a concert performance and the link to Section 6(e) of policy that states "Ceremonial or Dedication Event. A formal ceremony performed to honour the Halifax

Explosion or an event or commemorative project to dedicate something for the purpose of remembrance” is not clearly substantiated.

Society for Art Presentation (Centre for Art Tapes) – Halifax- Interpretation

A grant of \$9,279.75 is requested to fully fund artist fees and equipment rental for production and presentation of a multi-media interpretive work. Section 8(2) permits professional fees where the individual is not a member of, or employee of, the applicant. When professional fees are deducted, eligible costs are for equipment rental in the amount of \$2,029.75. The date and location of the presentation is unconfirmed.

II. Ineligible Organizations

Alderney Landing Association – Dartmouth - Interpretation

A grant of \$9,250 is requested to fully fund production management fees to be paid to Anthony Sherwood Productions Incorporated, the playwright whose work (*The Halifax Explosion*) will be presented at Alderney Landing Theatre. The total projected cash costs¹³ are ~\$70,470 including \$50,670 in unconfirmed federal funding. Organizations under contract to the Municipality are ineligible for consideration (Policy Section 21.a). The Alderney Landing Association is under contract to the Municipality for the management of Alderney Landing and is therefore ineligible.

Atlantic Memorial Terence Bay Elementary School – Shad Bay – Educational Initiative

A grant of \$7,000 is requested to self-publish a book of students work and participate in a walking tour of Fort Needham Park. The applicant is not a registered non-profit; the charitable number provided is that of the Halifax Regional School Board and is ineligible as per the program’s policy Section 21 (a).

Dartmouth Heritage Museum Society – Dartmouth - Exhibition

A grant of \$10,000 is requested to purchase a display cabinet and audio-visual equipment, curatorial fees, graphic design, photography and printing for an exhibition related to the Halifax Explosion (total \$14,800). Organizations under contract to the Municipality are ineligible for consideration (Policy Section 21.a). The Dartmouth heritage Society is under contract to the Municipality for services related to the Municipality’s historic buildings and collection in Dartmouth.

Friends of Barra Society (Caraidean Do Bharraidh) – Halifax/Iona/Isle of Barra- Interpretation

A grant of \$5,000 is requested to fund the fabrication and installation of two markers to recognize five merchant mariners from the Isle of Barra, Scotland, aboard *S.S Curaca* killed in the Halifax Explosion. Section 18 of the program policy requires that an applicant shall have operated as a non-profit organization or charity for one (1) year as of the date of the stated application deadline. The Society incorporated March 11, 2016, and is therefore ineligible for consideration.

St. Mark’s Church – Halifax – Educational Initiative

A grant of \$10,000 is requested for the purpose of distributing \$8,000 in increments of \$2,000 to a school and three choirs to host a fundraising concert and \$2,000 towards the St. Mark’s annual *Jubilate and Friends Concert*. Under Section 8(1)(ii) of the program policy a grant shall not be used for fundraising purposes. The project’s alignment to educational outcomes is unsubstantiated.

Union Fire Club Pipes and Drums Society - Regional - Ceremonial or Dedication Event

A grant of \$9,830.52 is requested to fully fund the purchase of a replacement bass drum and costumes. Section 18 of the program policy requires that an applicant shall have operated as a non-profit organization or charity for one (1) year as of the date of the stated application deadline. The Society incorporated June 26, 2016, and is therefore ineligible for consideration.

¹³ Excludes Alderney Landing in-kind (publicity) and payment to Alderney Landing (theatre rental, front of house).

**ADMINISTRATIVE ORDER NUMBER 2015-003-ADM
RESPECTING THE HALIFAX EXPLOSION 100TH ANNIVERSARY GRANTS PROGRAM**

WHEREAS the Council of the Halifax Regional Municipality wishes to commemorate the 100th Anniversary of the Halifax Explosion and the significant impact of this event on Halifax, Dartmouth and surrounding communities;

AND WHEREAS the Council of the Halifax Regional Municipality wishes to support the efforts of local not-for-profit organizations and charities in commemoration of the 100th Anniversary of the Halifax Explosion through project-specific grants;

BE IT RESOLVED AS AN ADMINISTRATIVE ORDER of the Council of the Halifax Regional Municipality under the authority of the *Halifax Regional Municipality Charter*, as follows:

Short Title

1. This Administrative Order shall be known as the *Administrative Order on the Halifax Explosion 100th Anniversary Grants Program*.

Interpretation

2. In this Administrative Order,
- (a) "applicant" means an organization applying for funding under this Administrative Order;
 - (b) "charity" means a charitable organization registered pursuant to the *Income Tax Act*, R.S.C. 1985, c 1 (5th Supp);
 - (c) "Council" means the Council of the Halifax Regional Municipality;
 - (d) "grant" means a transfer of funds to an organization subject to eligibility criteria;
 - (e) "Municipal Commemorative Program" means the series of projects undertaken by the Municipality to commemorate the 100th Anniversary of the Halifax Explosion;
 - (f) "Municipality" means the Halifax Regional Municipality;
 - (g) "non-profit organization" means:
 - (i) a society incorporated pursuant to the *Societies Act*, R.S.N.S 1989, c.435;
 - (ii) a non-profit cooperative incorporated pursuant to the *Co-Operative Associations Act* R.S.N.S. 1989, c. 98;
 - (iii) a non-profit corporation incorporated pursuant to the *Canada Not-for-Profit Corporation Act* S.C. 2009, c. 23; or
 - (iv) a non-profit organization otherwise incorporated under an Act of the Nova Scotia Legislature or the Parliament of Canada.
 - (h) "project-specific grant" means a financial award towards a non-recurring activity undertaken by an organization that is outside the normal course of annual operations.

(i) “review team” means a panel of HRM staff convened by the Director of Finance and ICT for the purpose of evaluating applications to the program and the development of a staff recommendation report.

(j) “Special Advisory Committee” means the Special Advisory Committee on the 100th Anniversary of the Halifax Explosion convened pursuant to Administrative Order 2014-005-GOV.

Purpose

3. The purpose of this Administrative Order is to further the Municipal Commemorative Program through the provision of grants to projects that commemorate the Halifax Explosion on its 100th Anniversary by:

- (a) honouring the memory of those who died and suffered as a result of the Halifax Explosion;
- (b) educating current and future generations about the significance of the event;
- (c) celebrating the resilience of persons and institutions; and
- (d) recognizing the provision of compassionate aid to citizens.

Duration of Program

4. The program shall commence in fiscal year 2015-16 and conclude no later than fiscal year 2017-18.

Grants Available

5. There is hereby established a grant program for projects commemorating the 100th Anniversary of the Halifax Explosion.

6. Applications will be accepted for grants for projects in any of the following categories:

(a) *Educational Initiatives*: Projects for children, youth and young adults that foster an appreciation for the Halifax Explosion’s physical, environmental, and social impact including the experience of children and youth;

(b) *Centennial Exhibit or Display*: the development of a permanent or temporary exhibition or display featuring the Halifax Explosion and accessible to the general public;

(c) *Interpretation*: The design, production, presentation and/or installation of an interpretive commemorative feature or work to recognize or symbolize a person, organization, practice or occupation, artefact, building or site of historic significance in relation to the Halifax Explosion or the event itself;

(d) *Ethno-cultural Historical Research and/or Presentation*: Non-commercial research or presentation documenting the immediate and enduring impact of the Halifax Explosion on the Mi’kmaq, African Nova Scotian, and local ethno-cultural communities; or

(e) *Ceremonial or Dedication Event*: A formal ceremony performed to honor the Halifax Explosion or an event or commemorative project to dedicate something for the purpose of remembrance.

7. The maximum value of a project-specific grant under this program shall be \$10,000 per fiscal year.

Ineligible Expenses

8. (1) A grant shall not be used for any of the following purposes:
- (a) privately owned real property, personal possessions or apparel;
 - (b) remuneration to an individual, including to a member or officer of the applicant's Board of Directors;
 - (c) loans or debt payment;
 - (d) investments or savings;
 - (e) food and beverages;
 - (f) awards, souvenirs or personal gifts;
 - (g) banquet, dinner, reception, meeting, clinic, or consumer/trade show;
 - (h) professional training and development; and
 - (i) fundraising.
- (2) Notwithstanding clause 8(1)(b), a grant may be used for payment of professional fees to individuals retained under contract by the applicant in relation to the centennial project for which municipal funding is sought, provided that the individuals are not members of, or an employee of, the applicant.

Application Requirements

9. There shall be one (1) intake period per fiscal year. The intake period and application deadline shall be established by staff and advertised on the Municipality's website.
10. Late or incomplete applications shall not be reviewed or considered.
11. All applications must be received by mail, or in person, by the application deadline. Applications may be submitted:
- (a) in person to:

Halifax Explosion 100th Anniversary Grants Program
HRM Finance (Grants & Contributions)
c/o Municipal Customer Service Centre
40 Alderney Drive
Dartmouth

or any Municipal Customer Service Centre.
 - (b) by mail to:

Halifax Explosion 100th Anniversary Grants Program
HRM Finance (Grants & Contributions)
PO Box 1749
Halifax, Nova Scotia B3J 3A5

12. All applications shall be in the format prescribed on the program's application form and shall include:

- (a) a description of the applicant and its goals, programs or services;
- (b) a detailed description of the project for which the grant is being applied;
- (c) an itemized budget for the project for which the grant is being applied;
- (d) disclosure of any other form of financial or in-kind municipal assistance in relation to the project for which funding is sought; and
- (e) a complete financial statement for the prior fiscal year.

13. All application forms shall be signed by two representatives of the applicant, of which one (1) shall be an Officer of the Board of Directors.

14. Only one (1) application will be considered per applicant per fiscal year, but successive application may be made to any subsequent call for submissions.

15. With the exception of a resolution by the Council, or a discretionary capital grant awarded pursuant to a District Capital Fund, funding shall not be provided to an applicant for a project that has already been awarded funds from another municipal grant program for the same fiscal year.

16. Retroactive funding shall not be considered.

Applicant Eligibility

17. (1) The applicant shall be a registered non-profit organization or charity.

(2) A non-profit organization shall be:

(a) a nursing, medical, athletic, educational, environmental, cultural, community, fraternal, recreational, religious, sporting or social organization within Nova Scotia; or

(b) a body corporate with the purpose of promoting or beautifying a business district.

(3) Notwithstanding subsection (1), an unincorporated non-profit group that has been operational for one year as of the date of the application may apply as part of a formal joint initiative with a non-profit organization or charity located within the geographic boundary of the Municipality. Proof of the joint initiative may be required.

18. The applicant shall have operated continuously as a non-profit organization or charity for one (1) year as of the date of the stated application deadline, with an active Board of Directors, constitution and by-laws, membership and financial records.

19. The Municipality will not accept an application using the registration number of an unrelated third party. Notwithstanding this restriction, applications will be accepted from a non-profit organization or charity organized into separate entities based on geographic representation, including local chapters, congregations or auxiliary branches, provided such entities are directly linked and subordinate to the registered non-profit or charity.

20. Applicants in default of their obligations to the Municipality under a grant program, or that are not current in payment of their municipal taxes, shall be given notice and an opportunity to remedy the situation. Applicants who do not remedy the situation will be ineligible for funding.

21. The following organizations are not eligible for funding:

- (a) government, government agent, board or commission including parties under contract to the Municipality;
- (b) an individual;
- (c) for-profit or commercial entities;
- (d) organizations aligned with a political party or to support the activities thereof;
- (e) unincorporated organizations, except when party to a formal collaborative partnership as described under Section 17(3) of this policy.

Application Evaluation Criteria

22. The following criteria will be used to evaluate applications:

- (a) the applicant is able to demonstrate a high probability of completing the project on or before December 6, 2017;
- (b) the project reflects one or more of the Special Advisory Committee on the 100th Anniversary of the Halifax Explosion guiding principles in terms of process and/or outcome;
- (c) Municipal funding realizes an outcome that would not occur, in whole or in part, without a grant;
- (d) the project fosters awareness, inclusivity, accessibility and a tone befitting a civic commemoration; and
- (e) any other matter staff considers relevant.

23. The Municipality reserves the right to seek independent verification of information provided in support of a grant request.

Application Review Process

24. The program shall be administered by staff of Finance & ICT (Grants & Contributions).

25. Applicants will be notified promptly if their application is ineligible.

26. Ineligible applicants or those not recommended for funding may be referred to another municipal grant program if the organization and/or project expense is eligible for consideration under the other program's eligibility criteria.

27. Finance & ICT staff shall convene a review team who shall evaluate all submissions and prepare a report for the consideration of the Special Advisory Committee on the 100th Anniversary of the Halifax Explosion which shall make recommendations on grant funding to the Grants Committee.

28. The Grants Committee shall make recommendations on grant funding to Regional Council.

29. The question of grant funding for a particular organization and/or project pursuant to the Administrative Order may be referred by Council to a Standing Committee or to the Council in Committee for a recommendation to the Council on whether to provide grant funding.

30. Applicants shall be notified in writing of Council's decision.

31. Approval of grants is conditional on Council's approval of the annual program budget.
32. Final approval of all recommendations for a grant, and the amount thereof, is a decision of Council at its sole discretion.
33. Not all eligible applicants may receive funding.

Conditions of Approval and Payment of Funds

34. Grant monies shall be issued, in full, in installments or by reimbursement upon approval of the application.
35. Grant recipients shall be required to submit a final report on the funded project by the stated deadline to include a minimum of:
 - (a) name of organization;
 - (b) amount and purpose of grant;
 - (c) total actual expenditures; and
 - (d) original receipts and/or proof of payment for the Municipality's grant.
36. The applicant shall provide timely notification to staff of the Municipality's Finance & ICT (Grants & Contributions) Department in the following circumstances:
 - (a) the applicant's operations cease or diminish; or
 - (b) the project is not completed in whole or in part by the stated final report deadline.
37. If the applicant notifies Finance & ICT (Grants & Contributions) under Section 36, HRM may:
 - (a) grant an extension of up to one (1) year; or
 - (b) require a full or partial refund of the grant.
38. In the event of an extension granted under Section 37 (a) the organization's eligibility shall be suspended for further funding consideration under a subsequent call for submission to the 100th Anniversary of the Halifax Explosion Grants Program.
39. The Municipality reserves the right to recover any expenditure of municipal funds not in compliance with the terms and conditions of the award approved by Regional Council.
40. The Municipality's support shall be recognized in accordance with HRM Corporate Communications protocols.

Scope

41. Nothing in this Administrative Order shall be interpreted to limit or otherwise prescribe Council's general discretion to provide grants under the *Halifax Regional Municipality Charter* or otherwise.

Done and passed this 6th day of October, 2015.

Mayor

Municipal Clerk

I, Cathy Mellett, Municipal Clerk of the Halifax Regional Municipality, hereby certify that the above noted Administrative Order was passed at a meeting of Halifax Regional Council held on October 6, 2015.

Cathy Mellett, Municipal Clerk

Notice of Motion:
Approved:

September 22, 2015
October 6, 2015