



P.O. Box 1749
Halifax, Nova Scotia
B3J 3A5 Canada

Item No. 15.2.1
Halifax Regional Council
December 13, 2022

TO: Mayor Savage Members of Halifax Regional Council

SUBMITTED BY: - Original Signed -
Councillor Paul Russell, Chair, Audit and Finance Standing Committee

DATE: November 16, 2022

SUBJECT: **Inclusion of an Interrupter Clause to Marketing Levy Special Events Reserve Grant Program Administrative Order 2014-020-GOV**

ORIGIN

November 16, 2022 meeting of the Audit and Finance Standing Committee, Item 12.2.1.

LEGISLATIVE AUTHORITY

Legislative Authority is outlined in the attached staff report dated November 4, 2022.

Administrative Order One, *Respecting the Procedures of the Council*, Audit and Finance Standing Committee Terms of Reference section 1:

1. (1) The purpose of the Audit and Finance Standing Committee is to provide advice to the Council on matters relating to audit and finance.
- (2) The other purposes of the Committee are to:
 - (a) fulfill the requirements as outlined in Section 48 of the HRM Charter; and
 - (b) assist the Council in meeting its responsibilities by ensuring the adequacy and effectiveness of financial reporting, risk management and internal controls.

RECOMMENDATION

The Audit and Finance Standing Committee recommends that Halifax Regional Council:

1. Adopt the amendments to Administrative Order 2014-020-GOV – Respecting Marketing Levy Special Event Reserve Grants as set out in Attachment B; and

2. Adopt the amendments to Administrative Order 2014-021-GOV, Respecting Regional Special Events Grants as set out in Attachment D.

BACKGROUND

Audit and Finance Standing Committee received a staff recommendation report dated November 4, 2022 to consider proposed amendments to Administrative Order 2014-020-GOV and Administrative Order 2014-021-GOV.

For further information refer to the attached staff report dated November 4, 2022.

DISCUSSION

Audit and Finance Standing Committee considered the staff report dated November 4, 2022 and approved the recommendation to Halifax Regional Council as outlined in this report.

FINANCIAL IMPLICATIONS

Financial implications are outlined in the attached staff report dated November 4, 2022.

RISK CONSIDERATION

Risk consideration is outlined in the attached staff report dated November 4, 2022.

COMMUNITY ENGAGEMENT

Meetings of the Audit and Finance Standing Committee are open to public attendance and members of the public are invited to address the Standing Committee for up to five (5) minutes during the Public Participation portion of the meeting. Meetings are live webcast on Halifax.ca. The agenda, reports, video, and minutes of the Standing Committee are posted on Halifax.ca.

For further information on Community Engagement refer to the attached staff report dated November 4, 2022.

ENVIRONMENTAL IMPLICATIONS

Environmental implications are outlined in the staff report dated November 4, 2022.

ALTERNATIVES

Audit and Finance Standing Committee did not provide alternatives.

Alternatives are outlined in the attached staff report dated November 4, 2022.

ATTACHMENTS

Attachment 1 – Staff recommendation report dated November 4, 2022.

**Inclusion of an Interrupter Clause to Marketing Levy Special
Events Reserve Grant Program Administrative Order 2014-020-GOV
Council Report**

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December 13, 2022

A copy of this report can be obtained online at halifax.ca or by contacting the Office of the Municipal Clerk at 902.490.4210.

Report Prepared by: Eric Bowdridge, Legislative Assistant, Municipal Clerk's Office 902.579.7239



P.O. Box 1749
Halifax, Nova Scotia
B3J 3A5 Canada

Attachment 1
Item No. 12.2.1
Audit & Finance Standing Committee
November 16, 2022

TO: Chair and Members of Audit & Finance Standing Committee

SUBMITTED BY: - Original Signed -

Caroline Blair-Smith, Acting Chief Administrative Officer

DATE: November 4, 2022

SUBJECT: **Inclusion of an Interrupter Clause to Marketing Levy Special Events Reserve Grant Program Administrative Order 2014-020-GOV**

SUPPLEMENTARY REPORT

ORIGIN

March 25, 2021, motion of Audit & Finance Standing Committee (Item 15.1): MOVED by Councillor Deagle Gammon, seconded by Councillor Hendsbee:

THAT the Audit & Finance Standing Committee request a supplementary staff report to examine options to add an interrupter clause.

MOTION PUT AND PASSED

LEGISLATIVE AUTHORITY

Halifax Regional Municipality Charter
Section 79A

(1) Subject to subsections (2) to (4), the Municipality may only spend money for municipal purposes if the expenditure is included in the Municipality's operating budget or capital budget or is otherwise authorized by the Municipality.

Halifax Regional Municipality Marketing Levy Act

(4) The levy collected pursuant to this Section shall be used by the Council to promote the Municipality as a tourist destination.

Administrative Order 2014-020-GOV – Respecting Marketing Levy Special Event Reserve Grants.

Administrative Order 2014-021-GOV – Respecting Regional Special Events Grants

RECOMMENDATION

It is recommended that the Audit & Finance Standing Committee recommend that Regional Council:

1. Adopt the amendments to Administrative Order 2014-020-GOV – Respecting Marketing Levy Special Event Reserve Grants as set out in Attachment B; and
2. Adopt the amendments to Administrative Order 2014-021-GOV, Respecting Regional Special Events Grants as set out in Attachment D.

BACKGROUND

On March 25, 2021, the Audit & Finance Standing Committee considered amendments to the Administrative Order 2014-020-GOV, Respecting Marketing Levy Special Event Reserve (MLSER) Grants to extend the New Events (Emerging) Program from up to three years of sustainable funding to up to five years of sustainable funding. Following discussion, the Audit & Finance Standing Committee passed the following motion:

THAT the Audit & Finance Standing Committee recommend that Regional Council adopt the amendments to the Administrative Order 2014-020-GOV, Respecting Marketing Levy Special Event Reserve Grants as set out in Attachment 2 of the November 18, 2020, report with an amendment to Section 4(c)(iv) a. of Administrative Order 2014-020-GOV to read as “provides up to five (5) consecutive years of sustainable funding”.

That recommendation was subsequently adopted by Regional Council on April 20, 2021, and those amendments are currently in force. During the same discussion, the Audit & Finance Standing Committee also requested a supplementary staff report as follows:

THAT the Audit & Finance Standing Committee request a supplementary staff report to examine options to add an interrupter clause.

This request, to allow for the ability to suspend funding in certain circumstances, was in response to the COVID-19 pandemic. This report responds to that request and also brings forward additional amendments for consideration to ensure consistency within HRM's two event grant programs and improve flexibility to defer funding in certain circumstances.

Practice during COVID-19 pandemic

In response to the COVID-19 pandemic, a State of Emergency (SOE) was declared in the province of Nova Scotia under the *Emergency Management Act* which lasted for two years: March 22, 2020, to March 20, 2022. In addition to the SOE, public health restrictions were implemented by the Chief Medical Officer of Health, under the *Health Protection Act*, which ebbed and flowed in response to changes in COVID-19 epidemiology within the province. Many of these public health restrictions, including the imposition of gathering limits, greatly impacted the operations of the event sector and in many cases resulted in program cancellations.

In general, MLSER and Regional Special Event grant recipients who require changes to the terms of their approved funding are required to request these changes in writing to the staff administering the program. Staff review these requests under the terms of the relevant AO and agreement and approve or deny such requests on that basis. Following the March 2020 declaration of SOE, staff continued to adjust grant programs and monitored the evolution and impact of COVID-19. At the beginning of the declared SOE, the

situation evolved rapidly, and staff put in place additional measures as necessary: flexibility was key. These adjustments will always be required as staff and clients adapt to challenges, and decisions are made based on each organization's specific circumstances relative to public health restrictions. In 2020 and 2021 staff made recommendations to Council based on communications with clients and operationally deferred, amended, or cancelled funding depending on several factors:

- If the event pivoted to a virtual program a reduced grant was released.
- If the event cancelled outright, no grant was released.
- If the event was a combination of in-person and virtual a reduced grant was released.

This approach to funding, either to reduce, cancel or defer funding was approved by Council in the 2020 and 2021 annual recommendation reports and was well received by organizations; however, as stated this approach was on a case-by-case basis and specific to individual organizations and not as a general approach included in the AO.

DISCUSSION

The Audit & Finance Standing Committee's request to examine adding an interrupter clause to the MLSER Administrative Order (AO) is based on the preference to formalize the program's ability to suspend funding for a period to organizations who have been granted multi-year funding, and to resume the funding cycle after the circumstance for the interruption is over. As part of the research undertaken in relation to the above and upon further reflection and consultation with the Canada Council for the Arts and the Province of Nova Scotia, staff is bringing forward four amendments for consideration.

1. An amendment to add an interrupter clause to Administrative Order (AO) 2014-020-GOV, *Respecting Marketing Levy Special Events Reserve Grants*;
2. An amendment to add an interrupter clause to AO 2014-021-GOV, *Respecting Regional Special Events Grants*;
3. An amendment to add the provision for Council to delegate to the CAO the authority to approve and sign grant agreements and amendments, with the power to delegate under AO 2014-020-GOV, *Respecting Marketing Levy Special Events Reserve Grant* and AO 2014-021-GOV, *Respecting Regional Special Events Grants*; and,
4. An amendment to remove the word "consecutive" from the New (Emerging) program under AO 2014-020-GOV, *Respecting Marketing Levy Special Events Reserve Grant*.

Special Events Grant Programs

The municipality offers funding to event organizations through two event grant programs referenced below and both managed by Culture & Events: this report deals only with these two programs.

Administrative Order (AO) 2014-020-GOV, *Respecting Marketing Levy Special Events Reserve Grants* governs four programs and provides the ability to award multiple year funding to applicants under two programs:

- New (Emerging) Events – supports organizations that have operated for a minimum of one (1) year that bring or create a new event and have a minimum budget of \$50,000 with up to five (5) consecutive years of sustainable funding;
- Signature Events – supports large-scale events that have been in existence for five (5) years and have a minimum budget of \$100,000 with sustainable funding up to a maximum term of three (3) years;

Administrative Order 2014-021-GOV, *Respecting Regional Special Events Grants* also provides the ability to award up to three-year funding to applicants to the Established Community Festivals and Cultural Events & Showcases programs:

- Established Community Events: provides a maximum annual grant of \$25,000.00 and up to a three (3) year sustainable funding commitment;
- Cultural Events & Showcases: provides a maximum annual grant of \$60,000.00 and up to a three (3) year sustainable funding commitment to support organizations that deliver arts and culture festivals

Proposed Addition of an Interrupter Clause

The relationship between Halifax Regional Municipality (HRM) and non-profit event organizations is based on principles that reflect the most effective ways of working together. The principles include committing to transparency, openness, accountability, equity, diversity, and inclusion, both as principles and as tools for ensuring that the impact of effective city-sector collaborations is enjoyed by all residents in the municipality. It is noted that during the pandemic this approach was also applied to recipients of grants in programs through the Canada Council for the Arts, arguably the leader in funding to non-profit arts, festivals, and events. The same approach was applied to recipients of the Nova Scotia Festival and Community Events Funding Program. These organizations made available options whereby organizations, who were in receipt of the funding, could defer the event to a later date and the monies were held in trust until the event took place. Funds were also permitted to be used to offset costs incurred if the event was cancelled outright due to COVID-19, i.e., performers and venue guarantees. As noted, the case-by-case approach was successfully utilized by staff during the 2020 and 2021 and approved by Council in the annual recommendation reports.

On March 21, 2021, the Audit & Finance Standing Committee's discussion raised concern that the ability to defer funding in a multi-year funding cycle was not sufficiently clear to applicant organizations, and that the inclusion of a clause specific to an "interruption" in multi-year funding to the AO should be considered as a means of clarifying this process to potential applicants, particularly as pertains to potential future states of emergency. To that end, a section in AO 2014-020-GOV, *Respecting Marketing Levy Special Events Reserve Grants* and AO 2014-021-GOV, *Respecting Regional Special Events Grants* and in the grant agreements with clients who are recipients of multi-year funding in both programs, has been added. Subsection (1) places an obligation on a grant recipient to notify HRM if a state of emergency or a state of local emergency, or an order is issued by a medical officer within the geographic boundaries of the Municipality, has a direct impact on their event. Subsection (2) gives staff the ability to work with the grant recipient to deal with the impact. Subsection (3) clarifies that this does not preclude what HRM does in the ordinary course of managing individual grants if it's in accordance with the terms of the grant agreement:

(1) In the event that a state of emergency or a state of local emergency is declared within the geographic boundaries of the Municipality in accordance with the *Emergency Management Act*, S.N.S. 1990, c. 8 or an order is issued by a medical officer within the geographic boundaries of the Municipality in accordance with the *Health Protection Act*, S.N.S. 2004, c. 4, and the declaration or order has a direct impact on the ability of a grant recipient to undertake its approved event, the grant recipient shall notify the Municipality.

(2) Upon being notified in accordance with subsection (1), Staff may work with the grant recipient on a case-by-case basis and may approve any one or a combination of the following within the scope of the HRM Event Grant Agreement:

- (a) a change to the scope or delivery of the event;
- (b) a lower grant award, including deferral or cancellation of the grant award;
or,

(c) a change to the payment schedule.

(3) Nothing in this section shall be interpreted to limit or otherwise prescribe the Municipality's management of individual grants in accordance with the HRM Event Grant Agreement.

This amendment will apply to all grant recipients, not only those with multi-year funding. The provision is permissive, allowing staff to work with the grant recipient on a case-by-case basis: it does not result in an automatic deferral of funds.

An amendment under Section 29A has been added to give the CAO the authority to execute grant agreements and to approve and execute amendments to those agreements, with the ability to delegate that authority. This process aligns with current practice but including it in the Administrative Order reflects an updated approach to administrative orders for grants more generally.

Provincial, Municipal Declared State of Emergency

The Committee also asked that the staff report distinguish between whether the SOE should be declared by the Province or Municipality to implement deferral of event funding. A SOE may be declared by the Minister of Municipal Affairs that affects all or any district, subdistrict, or area of the province for 14 days and can be renewed. A local SOE may be declared by a municipal council in respect of that municipality or area thereof for seven days and can be renewed. Given that either could affect HRM, the proposed amendment applies to both. It also applies to public health restrictions, as they had a direct impact on the ability of events to proceed during the COVID-19 pandemic.

Impact to Flexibility with "Consecutive" Inclusion

The recent amendment to the MLSER AO, to include the word "consecutive" for the five-year sustainable funding to New Events (Emerging), was not applied to the other multi-year funding streams under the MLSER AO (Signature) and the Regional Special Events AO, leading to an inconsistency in language between funding streams. Staff is recommending an additional amendment to address this inconsistency.

Upon further reflection it is noted that this word removes the existing flexibility to defer funding events for longer than one funding year, a practice that was successfully utilized during the pandemic. By applying the term "consecutive" event organizations may risk losing their funding if they are not able to deliver the event in the following "consecutive" year; and as witnessed recently they may need one or even two years, to recover from the loss that impacted their human and fiscal resources. Therefore, to address this challenge this report recommends removing the term consecutive from the MLSER AO.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this report.

RISK CONSIDERATION

The assessed risk to the municipality is low. Risks associated with process and provision of grant funding are mitigated through the program guidelines and the requirement of a contribution agreement.

COMMUNITY ENGAGEMENT

Staff consulted with program officers at the Canada Council for the Arts and at the Province of Nova Scotia, Events Nova Scotia.

ENVIRONMENTAL IMPLICATIONS

None

ALTERNATIVES

1. The Audit & Finance Standing Committee could recommend that Regional Council decline to adopt the proposed amendments to Administrative Order 2014-020-GOV, and Administrative Order 2014-021-GOV. This would result in the status quo continuing.
2. The Audit & Finance Standing Committee could recommend that Regional Council adopt some of the proposed amendments to Administrative Order 2014-020-GOV and Administrative Order 2014-021-GOV. This may require changes to one or more of the Attachments.
3. The Audit & Finance Standing Committee could recommend that Regional Council adopt the proposed amendments to Administrative Order 2014-020-GOV and Administrative Order 2014-021-GOV with additional amendments. This may require a supplemental staff report.

ATTACHMENTS

- Attachment A. Showing proposed amendments to Administrative Order 2014-020-GOV – Respecting MLSER Grants
- Attachment B. Proposed Amendments to Administrative Order 2014-020-GOV – Respecting MLSER Grants
- Attachment C. Showing Proposed Amendments to Administrative Order 2014-021-GOV – Respecting Regional Special Events Grants
- Attachment D. Proposed Amendments to Amended Administrative Order 2014-021-GOV – Respecting Regional Special Events Grants
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A copy of this report can be obtained online at halifax.ca or by contacting the Office of the Municipal Clerk at 902.490.4210.

Report Prepared by: Elizabeth Taylor, Manager, Culture & Events, 902.229.7622

**ADMINISTRATIVE ORDER NUMBER 2014-020-GOV
Respecting Marketing Levy Special Event Reserve Grants**

WHEREAS the Council of the Halifax Regional Municipality values the economic impact of large scale events to the Halifax Regional Municipality;

AND WHEREAS the Council of the Halifax Regional Municipality wishes to support organizations to attract and host large scale special events within the Halifax Regional Municipality through 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 may be known as the *Administrative Order on MLSE Grants*.

Interpretation

2. In this Administrative Order,
 - (a) “Anniversary” means a celebration at quarter century intervals that an event acknowledges with enhanced programming;
 - (b) “Applicant” means an organization applying for funding under this AO;
 - (c) “Concerned status” means conditions attached to the release of grant funds in accordance with section 31 of this AO;
 - (d) “Council” means the Regional Council of the Halifax Regional Municipality;
 - (e) “Enhanced visibility” means multi-media opportunities to promote the Municipality that would not occur, in whole or in part, without a grant under this AO;
 - (f) “Grant” means a transfer of funds to an organization subject to eligibility criteria;
 - (g) “Special Events Advisory Committee” or, “SEAC” means the advisory committee of Council pursuant to the Terms of Reference attached in Schedule 1 to this AO;
 - (h) “Major Hosting Event” means a national or international event that typically does not recur annually in the same location and is awarded to a host destination through a competitive bidding process;

- (i) “Multi-media opportunities” means opportunities to profile the Municipality through a number of marketing platforms such as radio, television, video, print, internet and social media;
- (j) “Municipality” means the Halifax Regional Municipality;
- (k) “New or Emerging Event” means an event that has been held in Halifax for the first time within the past five (5) years, or strongly demonstrates a recent change or growth;
- (l) “Organization” means a registered charity, non-profit society or for-profit entity with demonstrated event management experience;
- (m) “Organizer” means the organization responsible for delivering the special event;
- (n) “Special event” means an event, festival or public celebration that:
 - (i) demonstrates capacity and the ability to develop as a tourism driver over the long term;
 - (ii) is promoted to and marketed to tourists; and
 - (iii) is available to the general public to attend, either free or through the purchase of tickets.
- (o) “Staff” means staff of Parks & Recreation; and
- (p) “Tourist” means a person who travels 100 kilometres or more specifically to attend the special event.

Purpose

3. The purpose of this Administrative Order is to provide grants from the Municipality to direct financial support to large scale special events in Halifax Regional Municipality that support and promote tourism and business development.

Grants Available

4. There are hereby established four grant programs:

- a) Signature Events: supports annual large scale special events.

- (i) Available to Organizations that have operated for a minimum of three (3) consecutive years with strong event management and a track record of success.
 - (ii) The special event must be in existence for a minimum of five (5) consecutive years and have a minimum budget of \$100,000.00.
 - (iii) May provide sustainable funding up to a maximum term of three (3) years.
 - (iv) Provides additional funding up to a maximum of 10% of the previous year's total grant amount to support additional programming for an anniversary of the event.
- b) Distinguished Events: supports one-time large scale events that have high potential for national and/or international exposure, an ability to encourage multiple day visits to the Municipality, and provide the Municipality with a competitive advantage.
- (i) Repealed.
 - (ii) The event must have a minimum budget of \$50,000.00.
 - (iii) Repealed.
 - (iv) Repealed.
 - (v) Repealed.
 - (vi) National University Sports Championships may be considered for funding within this category.
- (c) New Events (Emerging): supports Organizations that bring or create a new event in Halifax.
- (i) Available to Organizations that have operated for a minimum of one (1) year with demonstrated experience in event management.
 - (ii) The event must have a minimum budget of \$50,000.00.
 - (iii) Preference will be given to applicants that have secured corporate and government funding.

- (iv) The New Events (Emerging) Program:
 - a. provides up to five (5) ~~consecutive~~ years of sustainable funding; and
 - b. may provide the cost of executing a Sport Tourism Economic Assessment Model (STEAM) or an alternate industry recognized economic assessment tool as approved by staff in the first and fifth year of funding.

- (d) Major Hosting Events: supports Organizations bidding on the rights to host major events and supports programs, activities and services specific to the delivery of a major event being hosted in Halifax. Events must be of a size and scope sufficient to draw tourists to the Municipality's communities, attract significant media exposure, and profile Halifax destinations nationally and globally.
 - (i) The event must have a minimum budget of \$500,000.00.
 - (ii) Funding conditional on receiving event funding from other levels of government.

Application Requirements

- 5. Repealed.

- 5A. (1) The intake periods for each grant program shall be as follows:
 - (a) Signature Events: one intake period per fiscal year;
 - (b) Distinguished Events: two intake periods per fiscal year;
 - (c) New Events (Emerging): two intake periods per fiscal year; and
 - (d) Major Hosting Events: application to this program may be made at any time.

- (2) The intake periods and application deadlines will be established by staff and advertised on the HRM website.

- 6. Applications must be signed by the applicant's authorized representative(s).

- 7. All applications must be received by mail, in person or emailed by the application deadline. Applications may be submitted:

- a) in person to:
HRM Event Grants Officer
2nd floor, Dartmouth Ferry Terminal
 - b) by mail to:
HRM Event Grants Officer
P.O. Box 1749
Halifax, NS
B3J 3A5
 - (c) by email to:
eventgrants@halifax.ca
8. Late or incomplete applications will not be reviewed or considered.
9. All applications shall be in a format prescribed by staff and include:
- (a) a description of the applicant, including history and organisation's staffing and structure;
 - (b) details on any other funding received from the Municipality within the current and two previous fiscal years, including tax relief;
 - (c) a statement of corporate funding sources sought by the applicant, including current status of applications;
 - (d) a statement of other government funding sources sought by the applicant, including current status of applications;
 - (e) a detailed event description with a statement on the tourism and economic impact in the community;
 - (f) previous year's municipal service costs when applicable;
 - (g) a detailed event budget; and
 - (h) completion of an economic impact analysis, such as the Sport Tourism Economic Assessment Model (STEAM) or an alternate industry recognized economic assessment tool as approved by staff.

Eligibility

10. To be eligible for funding, an applicant shall be a registered not-for-profit society or for-profit entity in good standing with the Provincial Registrar of Joint Stock Companies or federally registered under the *Corporations Act* and:

- (a) Repealed;
- (b) has no outstanding municipal service costs due to the Municipality; and
- (c) has no outstanding reports or due to the Municipality.

11. For the organization to be eligible for funding the event must:

- (a) provide an element of the event open to the general public to attend;
- (b) secure additional sources of revenue such as corporate contributions, donations, sales, and membership fees and must pursue other sources of public or private funding;
- (c) be held within the geographical boundaries of the Municipality; and
- (d) be fourteen (14) days or less in duration.

12. The following organizations are not eligible for funding:

- (a) government agencies;
- (b) organizations aligned with a political party or to support activities thereof;
- (c) individuals;
- (d) educational institutions; or
- (e) groups using the funds for activities outside the Municipality.

13. The following events are not eligible for funding:

- (a) consumer shows;
- (b) trade shows;
- (c) meetings;

- (d) seminars;
- (e) repealed;
- (f) symposiums;
- (g) public lectures;
- (h) fundraisers;
- (i) professional training and development;
- (j) educational initiatives;
- (k) banquets;
- (l) conferences; and
- (m) marketing initiatives.

Expenses

- 14. Grants may be applied to programing, operating, marketing and promotional expenses.
- 15. No portion of the grant shall be:
 - (a) applied to volunteer bursaries or honoraria; or
 - (b) paid to members or officers of an organization's Board of Directors either directly or indirectly.

General Provisions

- 16. Staff is available to assist with the application process and other issues that may arise.
- 17. Staff may consult with provincial and federal government funders to thoroughly assess the rights and benefits being offered by the applicant.
- 18. Retroactive funding will not be awarded.

19. Any event that will occur less than three (3) months after the application deadline, or after the application submission in the case of a Major Hosting Event, will be assessed on a case by case basis with no guarantee of a decision before the date of the event.

20. All grant recipients must provide staff full access to the event for the purposes of monitoring and evaluation, including but not limited to audit and inspection of accounts, records, receipts, invoices, vouchers and other documents related to the funding provided through HRM.

Application Evaluations

21. The following criteria will be used to evaluate applications for Council's consideration:

- (a) degree of economic impact;
- (b) number of consecutive, multiple day visits from tourists;
- (c) enhanced visibility to Halifax as a tourist and business destination;
- (d) expertise of event organizer;
- (dd) amount of funding received from the Municipality within the current and two previous fiscal years, including tax relief;
- (e) financial stewardship as demonstrated through financial statements and proposed event budget; and
- (f) for New Events (Emerging) and Major Hosting Events, funding support from other levels of government.

22. To ensure transparency in the evaluation of applications:

- (a) all staff and SEAC members will complete a "Disclosure of Conflict of Interest" declaration;
- (b) staff or SEAC members who have provided direct assistance to support an applicant in completing an application shall not be involved in any part of the grant assessment process for that application;
- (c) advice or information given to one applicant shall be made available to all other applicants; and

(d) staff or SEAC members who declare an interest in an application, shall not be involved in any part of the grant assessment process for that application.

Application Review Process

- 23. Applications will be administered by staff of Parks & Recreation.
- 24. Applicants will be notified promptly if their application is ineligible for consideration.
- 25. Final approval of all applications for a grant, and the amount thereof, is a decision of Council in its sole discretion.
- 26. Notification of the decision of Council will be communicated to applicants after it is made.
- 27. Approval of grants is conditional on Council's approval of the annual program budget.
- 28. Due to limited funds, not all eligible applications may receive funding.

Conditions of Approval & Payment of Grants

29. Successful applicants are required to sign an HRM Event Grant Agreement. Funds will not be released prior to the HRM Event Grant Agreement being executed.

29A. (1) Council hereby delegates to the Chief Administrative Officer the authority to execute HRM Event Grant Agreements and to approve and execute any amendments to such agreements.

(2) The Chief Administrative Officer may further delegate the authority granted to them under subsection (1).

30. All HRM Event Grant Agreements will contain the following terms regarding Concerned Status:
- (a) The Special Events Advisory Committee or Council may identify concerns with an organization or event and recommend the organization be placed under Concerned Status. An organizer will be notified immediately upon the organization being placed under Concerned Status.
 - (b) Concerned Status may occur if the organization:
 - (i) has a major deficit, such deficit being ten percent (10%) or more of the organization's annual budget;
 - (ii) shows evidence of not being financial viable;

- (iii) has a significantly reduced audience or sales base that differs from stated intentions;
 - (iv) does not demonstrate the ability to plan into the future;
 - (v) does not address major artistic concerns, such as artistic or editorial direction, declining quality of activity, or failure to achieve activity plan;
 - (vi) does not meet contractual obligations or minimum requirements outlined in the agreement; or
 - (vii) demonstrates management or governance practices which do not conform with generally acceptable practices in the sector.
- (c) An organization placed under Concerned Status will be required to meet quarterly with Parks & Recreation staff for review of the following documentation:
- (i) profit & loss statement;
 - (ii) balance sheet;
 - (iii) year-to-date budget;
 - (iv) bank reconciliation (only required upon specific request from staff);
 - (v) new or updated business plan; and
 - (vi) any other documentation relevant to the Concerned Status designation.
- (d) When an organization receiving a multi-year grant commitment has been placed under Concerned Status it may result in:
- (i) a lower grant award;
 - (ii) additional conditions placed on the current grant and any future grants; and
 - (iii) discontinuation of the grant term if applicable where issues go unresolved.

30A. (1) In the event that a state of emergency or a state of local emergency is declared within the geographic boundaries of the Municipality in accordance with the *Emergency Management*

Act, S.N.S. 1990, c. 8 or an order is issued by a medical officer within the geographic boundaries of the Municipality in accordance with the *Health Protection Act*, S.N.S. 2004, c. 4 and the declaration or order has a direct impact on the ability of a grant recipient to undertake its approved event, the grant recipient shall notify the Municipality.

(2) Upon being notified in accordance with subsection (1), Staff may work with the grant recipient on a case-by-case basis and may approve any one or a combination of the following within the scope of the HRM Event Grant Agreement:

- (a) a change to the scope or delivery of the event;
- (b) a lower grant award, including deferral or cancellation of the grant award; or
- (c) a change to the payment schedule.

(3) Nothing in this section shall be interpreted to limit or otherwise prescribe the Municipality's management of individual grants in accordance with the HRM Event Grant Agreement.

31. Grant monies for applications approved will be dispersed according to a schedule as outlined in the executed HRM Event Grant Agreement, with up to twenty per cent (20%) being withheld until completion of the event and submission of the final report.

32. Successful applicants are required to complete a final report form within one hundred and twenty (120) days of the conclusion of the event describing the impact of the funding received from the Municipality. A final report template will be available from Parks & Recreation staff. The criteria for reporting includes:

- (i) name of organization, amount of grant, terms and conditions;
- (ii) total event costs;
- (iii) a breakdown of the expenditure of the grant funds (the Municipality reserves the right to require proof of payments made);
- (iv) a final description of the event, including information on the completeness of the project; and
- (v) copies of printed and web based materials funded through the grant as well as documentation of events or projects directly or indirectly supported by the Municipality through this grant process.

33. A successful applicant may request an extension to file the final report if unable to meet the one hundred and twenty (120) days deadline. The request must be received one (1) month prior to the deadline. Submission of a request for extension does not guarantee that an extension will be awarded.

34. Failure to submit a final report within one hundred and twenty (120) days of the conclusion of the event or at the end of an approved extension period will result in:

- (a) the forfeiture of any remaining grant; and
- (b) placement of the organization on the Municipality's delinquent organizations list.

The organization will be notified of any forfeiture of grant funds.

35. Organizations placed on the delinquent organizations list are ineligible to apply for future grants from HRM. Organizations will be removed from the delinquent organizations list on submission of a final report.

36. The Municipality's support must be recognized as outlined in the "Requirements for Acknowledging Funding" set out in the HRM Event Agreement.

Referral by Council

37. The question of grant funding for a particular event pursuant to this 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.

Scope

38. Notwithstanding this Administrative Order, an application for an event may be considered by Council or the SEAC for a grant.

39. 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.

Transition

40. Notwithstanding this Administrative Order, current multi-year grants awarded by Council under the "Civic Events Granting Framework and Policy" shall be governed in accordance with the agreement made at the time of the award, including payment schedules and reporting requirements.

40A. A committee member appointed to SEAC at the time this Administrative Order comes into force shall remain a member of the committee until the member's position is vacated, at which time any new appointments to SEAC shall be in accordance with the Terms of Reference as set out in Schedule 1.

Repeal

41. The "Civic Events Granting Framework and Policy" adopted by Council on March 27, 2007 and all amendments thereto are hereby repealed.

Done and passed in Council this 10th day of November, 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 November 10, 2015.

Cathy Mellett, Municipal Clerk

Schedule 1

Special Events Advisory Committee Terms of Reference

MANDATE

The HRM Special Events Advisory Committee shall review, evaluate and make recommendations to Regional Council regarding the annual Marketing Levy Special Events Reserve (MLSER) with staff support from Parks and Recreation.

STATEMENT OF PURPOSE

Pursuant to the Marketing Levy Special Events Reserve Administrative Order 2014-020-GOV, members of the HRM Special Events Advisory Committee will evaluate applications for funding for events that support and generate economic and tourism development.

1. COMPOSITION OF COMMITTEE

- 1.1. The HRM Special Events Advisory Committee shall comprise a voting membership of up to nine (9) as follows: Three (3) elected members of Halifax Regional Council appointed by the Audit and Finance Standing Committee;
 - 1.1.1. The three (3) elected members are to be appointed from Community Councils, with one (1) elected member appointed from each Community Council except the Regional Centre Community Council;
 - 1.1.2. One (1) elected member is also to be a member of the Audit & Finance Standing Committee;
- 1.2. The Chair shall be appointed by the Audit and Finance Standing Committee from the three (3) elected members of Halifax Regional Council appointed to the Special Events Advisory Committee;
- 1.3. The Vice Chair shall be appointed by the Audit and Finance Standing Committee from the Community Council membership;
- 1.4. The members-at-large from professional agencies shall be appointed by the Audit and Finance Standing to include:
 - 1.4.1. One (1) member from the Hotel Association of Nova Scotia;
 - 1.4.2. One (1) member from Destination Halifax;

- 1.4.3. One (1) member from the Halifax Partnership;
- 1.4.4. One (1) member from the Restaurant Association of Nova Scotia;
- 1.4.5. One (1) member from the Business Improvement Districts (BIDS); and
- 1.4.6. One (1) member from a business tourism organisation

2 **TERM OF OFFICE**

- 2.1 Each elected representative shall be appointed for a term of two (2) years, renewable.
- 2.2 Agency representatives shall be appointed for a term of two (2) years and thereafter may be re-appointed for a term of one (1) year so as to ensure staggered terms.

3 **VACANCIES**

- 3.1 The Chair shall inform the Clerk's Office of any vacancies.
- 3.2 Should a vacancy occur during an elected member's term of office the Council Selection Committee and Regional Council shall appoint a new representative to complete the balance of the term.
- 3.3 Should a vacancy occur during an agency member's term of office Regional Council shall appoint a replacement to complete the balance of the term.

4 **DUTIES**

The duties of the HRM Special Events Advisory Committee are to:

- 4.1 Advise Regional Council on all matters related to the allocation of the MLSER;
- 4.2 Continue to review eligibility criteria, priorities, policy and procedures for assistance under the respective programs and services managed under the auspices of the Marketing Levy Special Events Reserve Administrative Order 2014-020-GOV; and
- 4.3 The duties of the HRM Special Events Advisory Committee shall be reviewed annually by staff and Committee members and may be amended by Regional Council on an on-going basis.

5 **QUORUM**

5.1 A quorum at a regular meeting of the HRM Special Events Advisory Committee shall be a simple majority of members of which at least one (1) shall be an elected member of Regional Council.

6 **MEETINGS**

6.1 The committee shall meet as required to facilitate the timely review and recommendations on the MLSER.

6.2 The Chair in consultation with staff shall be responsible for calling all meetings of the HRM Special Events Advisory Committee.

6.3 Notice of the HRM Special Events Advisory Committee meetings and minutes shall be provided by the Clerk's Office.

7 **REMUNERATION**

Members of the HRM Special Events Advisory Committee shall not be remunerated for serving on the committee except where reimbursement is made in accordance with HRM policy for reasonable expenses incurred while in the service of the Committee.

8 **DECLARATION OF CONFLICT OF INTEREST**

Where personal or professional involvement or association could result in an actual or perceived conflict of interest for a member of the HRM Special Events Advisory Committee, the member shall declare the conflict and abstain from debate on the related topic, or where appropriate remove themselves from a meeting and shall not vote on any motion applying to the declared conflict.

Approved March 27, 2007
Amended April 1, 2008
Amended March 24, 2009
Amended November 30, 2010
Amended October 18, 2011
Amended December 6, 2011 (Appointment of Chair)
Amended October 30, 2012 (Composition & Quorum)

Administrative Order Number 2014-020-GOV
Respecting Marketing Levy Special Event Reserve Grants

Notice of Motion: October 27, 2015
Approved: November 10, 2015

Amendment # 1

Notice of Motion: May 22, 2018

Approval: June 5, 2018

Amendment # 2

Amend clause (k) of section 2

Amend subclauses a. and b. of clause 4(c)(iv)

Notice of Motion: April 6, 2021

Approval: April 20, 2021

Amendment # 3

Amend subsection 1.1.1 and section 1.2 of Schedule 1

Notice of Motion: October 26, 2021

Approval: November 9, 2021

**HALIFAX REGIONAL MUNICIPALITY
ADMINISTRATIVE ORDER 2014-020-GOV
RESPECTING MARKETING LEVY SPECIAL EVENT RESERVE GRANTS**

BE IT RESOLVED by Council of the Halifax Regional Municipality, that Administrative Order 2014-020-GOV is amended as follows:

1. Section 4(c)(iv)(a) is amended by striking out the word “consecutive” after the number and punctuation “(5)” and before the word “years”.

2. Section 29A is added immediately following section 29 and before section 30 as follows:

29A. (1) Council hereby delegates to the Chief Administrative Officer the authority to execute HRM Event Grant Agreements and to approve and execute any amendments to such agreements.

(2) The Chief Administrative Officer may further delegate the authority granted to them under subsection (1).

3. Section 30A is added immediately following section 30 and before section 31 as follows:

30A. (1) In the event that a state of emergency or a state of local emergency is declared within the geographic boundaries of the Municipality in accordance with the *Emergency Management Act*, S.N.S. 1990, c. 8 or an order is issued by a medical officer within the geographic boundaries of the Municipality in accordance with the *Health Protection Act*, S.N.S. 2004, c. 4 and the declaration or order has a direct impact on the ability of a grant recipient to undertake its approved event, the grant recipient shall notify the Municipality.

(2) Upon being notified in accordance with subsection (1), Staff may work with the grant recipient on a case-by-case basis and may approve any one or a combination of the following within the scope of the HRM Event Grant Agreement:

(a) a change to the scope or delivery of the event;

(b) a lower grant award, including deferral or cancellation of the grant award; or

(c) a change to the payment schedule.

(3) Nothing in this section shall be interpreted to limit or otherwise prescribe the Municipality’s management of individual grants in accordance with the HRM Event Grant Agreement.

Done and passed by Council this day of , 2022.

Attachment B

Proposed Amendments to Administrative Order 2014-020-GOV – Respecting MLSE Grants

Mayor

Municipal Clerk

I, Iain MacLean, Municipal Clerk of the Halifax Regional Municipality, hereby certify that the above-noted amendments were passed at a meeting of the Halifax Regional Council held on _____, 2022.

Iain MacLean, Municipal Clerk

ADMINISTRATIVE ORDER NUMBER 2014-021-GOV
Respecting Regional Special Events Grants

WHEREAS the Council of the Halifax Regional Municipality values positive community development that celebrates heritage, builds bridges between diverse populations, enriches quality of life for residents and improves civic pride in the Halifax Regional Municipality;

AND WHEREAS the Council of the Halifax Regional Municipality wishes to strengthen the arts and cultural community by supporting events in the Halifax Regional Municipality through 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 may be known as the *Administrative Order on Regional Events Grants*.

Interpretation

2. In this Administrative Order,

- (a) “Applicant” means an organization applying for funding under this AO;
- (b) “Concerned status” means an organization placed under concerned status in accordance with section 28 of this AO;
- (c) “Council” means the Council of the Halifax Regional Municipality;
- (d) “Enhanced visibility” means multi-media opportunities to profile the Municipality that would not occur, in whole or in part, without a grant under this AO;
- (e) “Grant” means a transfer of funds to an organization subject to eligibility criteria;
- (f) “Multi-media opportunities” means opportunities to profile the Municipality through a number of marketing platforms such as radio, television, video, print, internet and social media;
- (g) “Municipality” means the Halifax Regional Municipality;
- (h) “Organization” means a registered charity or not-for-profit society governed by a volunteer board;

- (i) “Organizer” means the organization responsible for delivering the special event;
- (j) “Special event” means an event, festival or public celebration that:
 - (i) encourages residents to have fun, participate in their community and connect with each other;
 - (ii) contributes to a community’s strength; and
 - (iii) is available to the general public to attend, either free or at minimal cost through the purchase of tickets;
- (k) “Sustainable funding commitment” means a funding commitment of more than one (1) year subject to Council’s approval of annual budgets;
- (l) “Staff” means staff of Parks & Recreation.

Purpose

- 3. The purpose of this Administrative Order is to further the Municipality’s community and cultural development by assisting organizations that plan and deliver special events in Halifax Regional Municipality that align with those outcomes.

Grants Available

- 4. There are hereby established four (4) Regional Event grant programs:
 - (a) Community Celebrations: provides a maximum annual grant of \$1,000.00 to support organizations that deliver events that:
 - (i) are less than five (5) days in duration;
 - (ii) are organized primarily for the benefit and enjoyment of local residents;
 - (iii) coincide with a community gathering or civic holiday; and
 - (iv) are free to the public to attend.

(b) Established Community Events: provides a maximum annual grant of \$25,000.00 and up to a three (3) year sustainable funding commitment to organizations that deliver events that:

- (i) are held a maximum of seven (7) consecutive days;
- (ii) are organized primarily for the benefit and enjoyment of local residents;
- (iii) are accessible to the public with free or low cost activities;
- (iv) have been in existence for three (3) consecutive years; and
- (v) have a minimum budget of \$10,000.00.

(c) Significant Anniversaries: provides a maximum grant of \$10,000.00 to support organizations that deliver events organized around major quarterly anniversaries (25th, 50th, 75th, 100th, etc.) that:

- (i) celebrate Halifax's heritage and community;
- (ii) have a minimum budget of \$7,500.00; and
- (iii) are not eligible for consideration under any other HRM event grant program.

(d) Cultural Events & Showcases: provides a maximum annual grant of \$60,000.00 and up to a three (3) year sustainable funding commitment to support organizations that deliver arts and culture festivals that:

- (i) have strong cultural content;
- (ii) further the disciplines of literary, media, performing and visual arts;
- (iii) are accessible to the public with free or low cost activities;
- (iv) have a minimum budget of \$50,000.00; and
- (v) further the principles and objectives of the HRM Cultural Plan and provide opportunities for audiences that include:

- a. enjoyment of unique experiences;
- b. access to high-quality work;
- c. exploration of own and other cultures;
- d. exposure to local, national and international artists and ideas;
- e. participation in artistic programs and a range of other activities;
- f. quality of opportunities offered;
- g. contribution to cultural infrastructure;
- h. impact on local and national artistic and community organizations;
- i. level of interaction with local artists;
- j. strengthening ongoing artistic activity in HRM;
- k. contribution to HRM's culture and community identity; and
- l. encouragement of cross-cultural and international understanding and innovation

Application Requirements

5. There is one intake period per fiscal year. The intake period and application deadline will be established by staff and advertised on the HRM website.
6. Applications must be signed by the applicant's authorized representative(s).
7. All applications must be received by mail, in person or emailed by the application deadline. Applications may be submitted:
 - (a) in person to:
HRM Event Grants Officer
2nd floor, Alderney Landing
 - (b) by mail to:
HRM Event Grants Officer
P.O. Box 1749
Halifax, NS

B3J 3A5

- (c) by email to:
eventgrants@halifax.ca
8. Late or incomplete applications will not be reviewed or considered.
9. All applications shall be in a format prescribed by staff and include:
- (a) a description of the applicant, including history of the programming and role in the community;
 - (b) details on any other funding received from the Municipality within the current and previous fiscal year, including tax relief;
 - (c) financial statements from the previous fiscal year;
 - (d) a statement of other funding sources sought by the applicant, including current status of applications;
 - (d) a detailed event description; and
 - (e) a detailed event budget.

Eligibility

10. To be eligible for funding, an applicant shall be a registered charity or a not-for-profit society in good standing with the Provincial Registrar of Joint Stock Companies and:
- (a) does not receive operating assistance, excepting tax relief, or any other funding from any other department of the Municipality;
 - (b) has no outstanding reports due to the Municipality; and
 - (c) secures additional sources of revenue such as corporate contributions, donations, sales, and membership fees and must pursue other sources of public or private funding.
11. To be eligible for funding the event must be:
- (a) open to the general public to attend;
 - (b) held within the geographical boundaries of the Municipality; and

(c) fourteen (14) days or less in duration.

12. The following organizations are not eligible for funding:

- (a) government agencies;
- (b) for-profit or commercial organizations;
- (c) organizations aligned with a political party or to support activities thereof;
- (d) individuals;
- (e) educational institutions; or
- (f) groups using the funds for activities outside the Municipality.

13. The following events are not eligible funding:

- (a) sporting tournaments;
- (b) consumer shows
- (c) trade shows;
- (d) meetings;
- (e) seminars;
- (f) clinics;
- (g) symposiums;
- (h) public lectures;
- (i) fundraisers;
- (j) professional training and development;
- (k) educational initiatives;
- (l) banquets;

- (m) conferences; and
- (n) marketing initiatives.

Expenses

- 14. Grants may be applied to programing, operating, marketing and promotional expenses.
- 15. No portion of the grant shall be:
 - (a) applied to the staff wages, volunteer bursaries or honoraria; or
 - (b) paid to members or officers of an organization's Board of Directors either directly or indirectly.

General Provisions

- 16. Staff is available to assist with the application process and other issues that may arise.
- 17. Retroactive funding will not be awarded.
- 18. Any event that will occur less than three (3) months after the application deadline will be assessed on a case by case basis with no guarantee of a decision before the date of the event.
- 19. All grant recipients must provide staff full access to the event for the purposes of monitoring and evaluation, including by not limited to audit and inspection of accounts, records, receipts, invoices, vouchers and other documents related to the funding provided through HRM.

Application Evaluations

- 20. The following criteria will be used to evaluate applications for Council's consideration:
 - (a) community engagement;
 - (b) community cultural development;
 - (c) demonstrated financial need; and
 - (d) demonstrated added value to the community.

Application Review Process

- 21. Applications will be administered by staff of Parks & Recreation.
- 22. Applicants will be notified promptly if their application is ineligible.

23. Final approval of all applications for a grant, and the amount thereof, is a decision of Council in its sole discretion.
24. Notification of the decision of Council will be mailed to applicants after it is made.
25. Approval of grants is conditional on Council's approval of the annual program budget.
26. Due to limited funds, not all eligible applications may receive funding.

Conditions of Approval & Payment of Grants

27. Successful applicants are required to sign an HRM Event Grant Agreement. Funds will not be released prior to the HRM Event Grant Agreement being executed.

27A. (1) Council hereby delegates to the Chief Administrative Officer the authority to execute HRM Event Grant Agreements and to approve and execute any amendments to such agreements.

(2) The Chief Administrative Officer may further delegate the authority granted to them under subsection (1).

28. All HRM Event Grant Agreements will contain the following terms regarding Concerned Status:

- (a) The Grants Committee or Council may identify concerns with an organization or event and recommend the organization be placed under Concerned Status. An organizer will be notified immediately upon the organization being placed under Concerned Status.
- (b) Concerned Status may occur if the organization:
 - (i) has a major deficit, such deficit being ten percent (10%) or more of the organization's annual budget;
 - (ii) shows evidence of not being financial viable;
 - (iii) has a significantly reduced audience or sales base that differs from stated intentions;
 - (iv) does not demonstrate the ability to plan into the future;
 - (v) does not address major artistic concerns, such as artistic or editorial direction, declining quality of activity, or failure to achieve activity plan;

- (vi) does not meet contractual obligations or minimum requirements outlined in the agreement; or
 - (vii) demonstrates management or governance practices which do not conform with generally acceptable practices in the sector.
- (c) An organization placed under Concerned Status will be required to meet quarterly with Parks & Recreation staff for review of the following documentation:
- (i) profit & loss statement;
 - (ii) balance sheet;
 - (iii) year-to-date budget;
 - (iv) bank reconciliation (only required upon specific request from staff);
 - (v) new or updated business plan; and
 - (vi) any other documentation relevant to the Concerned Status designation.
- (d) When an organization receiving a multi-year grant commitment has been placed under Concerned Status it may result in:
- (i) a lower grant award;
 - (ii) additional conditions placed on the current grant and any future grants; and
 - (iii) Discontinuation of the grant where issues go unresolved.

28A_ (1) In the event that a state of emergency or a state of local emergency is declared within the geographic boundaries of the Municipality in accordance with the *Emergency Management Act*, S.N.S. 1990, c. 8 or an order is issued by a medical officer within the geographic boundaries of the Municipality in accordance with the *Health Protection Act*, S.N.S. 2004, c. 4, and the declaration or order has a direct impact on the ability of a grant recipient to undertake its approved event, the grant recipient shall notify the Municipality.

(2) Upon being notified in accordance with subsection (1), Staff may work with the grant recipient on a case-by-case basis and approve any one or a combination of the following within the scope of the HRM Event Grant Agreement:

- (a) a change to the scope or delivery of the event;

(b) a lower grant award, including deferral or cancellation of the grant award; or

(c) a change to the payment schedule.

(3) Nothing in this section shall be interpreted to limit or otherwise prescribe the Municipality's management of individual grants in accordance with the HRM Event Grant Agreement.

29. Grant monies for applications approved will be dispersed according to a schedule as outlined in the executed HRM Event Grant Agreement, with up to twenty per cent (20%) being withheld on grants over \$10,000.00, until completion of the event and submission of the final report.

30. Successful applicants are required to complete a final report form within one hundred and twenty (120) days of the conclusion of the event describing the impact of the funding received from the Municipality. A final report template will be available from Parks & Recreation Services staff. The criteria for reporting includes:

(i) name of organization, amount of grant, terms and conditions;

(ii) total event costs;

(iii) a breakdown of the expenditure of the grant funds (the Municipality reserves the right to require proof of payments made);

(iv) a final description of the event, including information on the completeness of the project; and

(v) copies of printed materials funded through the grant (poster, brochure, booklet, CD, catalogue or photograph of project, newspaper article, magazine article), as well as documentation of events and/or projects directly or indirectly supported by the Municipality through this grant process.

31. A successful applicant may request an extension to file the final report if unable to meet the one hundred and twenty (120) days deadline. The request must be received one (1) month prior to the deadline. Submission of a request for extension does not guarantee that an extension will be awarded.

32. Failure to submit a final report within one hundred and twenty (120) days of the conclusion of the event or at the end of an approved extension period will result in:

(a) the forfeiture of any remaining grant; and

- (b) placement of the organization on the Municipality's delinquent organizations list.

The organization will be notified of any forfeiture of grant funds.

33. Organizations placed on the delinquent organizations list are ineligible to apply for future grants from HRM. Organizations will be removed from the delinquent organizations list on submission of a final report.

34. The Municipality's support must be recognized as outlined in the "Requirements for Acknowledging Funding" set out in the HRM Event Agreement.

Referral by Council

35. The question of grant funding for a particular event pursuant to this 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.

Scope

36. Notwithstanding this Administrative Order, an application for an event may be considered by Council or the Grants Committee for a grant.

37. 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.

Transition

38. Notwithstanding this Administrative Order, current multi-year grants awarded by Council under the "Civic Events Granting Framework and Policy" shall be governed in accordance with the agreement made at the time of the award, including payment schedules and reporting requirements.

Done and passed in Council this 26th day of May, 2015.

Mayor

Municipal Clerk

Administrative Order Number 2014-021-GOV
Respecting Regional Special Events Grants

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 May 26, 2015.

Cathy Mellett, Municipal Clerk

Notice of Motion:

May 12, 2015

Approved:

May 26, 2015

**HALIFAX REGIONAL MUNICIPALITY
ADMINISTRATIVE ORDER 2014-021-GOV
RESPECTING REGIONAL SPECIAL EVENTS GRANTS**

BE IT RESOLVED by Council of the Halifax Regional Municipality, that Administrative Order 2014-021-GOV is amended as follows:

1. Section 27A is added immediately following section 27 and before section 28 as follows:

27A. (1) Council hereby delegates to the Chief Administrative Officer the authority to execute HRM Event Grant Agreements and to approve and execute any amendments to such agreements.

(2) The Chief Administrative Officer may further delegate the authority granted to them under subsection (1).

2. Section 28A is added immediately following section 28 and before section 29 as follows:

28A. (1) In the event that a state of emergency or a state of local emergency is declared within the geographic boundaries of the Municipality in accordance with the *Emergency Management Act*, S.N.S. 1990, c. 8 or an order is issued by a medical officer within the geographic boundaries of the Municipality in accordance with the *Health Protection Act*, S.N.S. 2004, c. 4 and the declaration or order has a direct impact on the ability of a grant recipient to undertake its approved event, the grant recipient shall notify the Municipality.

(2) Upon being notified in accordance with subsection (1), Staff may work with the grant recipient on a case-by-case basis and may approve any one or a combination of the following within the scope of the HRM Event Grant Agreement:

(a) a change to the scope or delivery of the event;

(b) a lower grant award, including deferral or cancellation of the grant award; or

(c) a change to the payment schedule.

(3) Nothing in this section shall be interpreted to limit or otherwise prescribe the Municipality's management of individual grants in accordance with the HRM Event Grant Agreement.

Done and passed by Council this day of , 2022.

Mayor

Attachment D

Proposed Amendments to Administrative Order 2014-021-GOV – Respecting Regional Special Events Grants

Municipal Clerk

I, Iain MacLean, Municipal Clerk of the Halifax Regional Municipality, hereby certify that the above-noted amendments were passed at a meeting of the Halifax Regional Council held on _____, 2022.

Iain MacLean, Municipal Clerk