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Item No. 9.1.2
Grants Committee
May 29, 2023

TO: Chair and Members of Grants Committee

Original Signed

SUBMITTED BY:

Cathie O'Toole, Chief Administrative Officer

DATE: May 19, 2023

SUBJECT: **Community Museums Grants Program: Recommended Awards 2023**

ORIGIN

January 31, 2023 – Application deadline for the Community Museums Grants Program.

LEGISLATIVE AUTHORITY

Halifax Regional Municipality Charter, S.N.S 2008, c.39

79A (1) Subject to subsections (2) to (4), the Municipality may only spend money for municipal purposes if
(a) The expenditure is included in the Municipality's operating budget or capital budget or is otherwise authorized by the Municipality;

Administrative Order 2018-010-ADM Respecting Interim Grants to Community Museums.

5 (1) Subject to annual budgetary approval, grants may be made available through this grant program for a term of three fiscal years: 2020-21, 2021-22 and 2022-23.

(2) Council may, by resolution, extend the term of the grant program for additional fiscal years.

Administrative Order 2019-007-ADM Respecting Grants Reporting.

RECOMMENDATION

It is recommended that the Grants Committee recommend that Regional Council:

1. Adopt the amendments to Administrative Order 2018-010-ADM Respecting Grants to Community Museums as set out in Attachment 1 of this report;
2. Approve an increase in thirteen (13) Operating Grants as outlined in Attachment 2 at a combined cost of \$134,000 from Operating Account M310-8004 as the first year of a maximum 3 year Operating Grant;
3. Approve two (2) Project Grants as detailed in the Discussion section of this report at a combined cost of \$9,563 in fiscal year 2023/24 from Operating Account M310-8004; and

4. Approve three (3) Capital Grants as detailed in the Discussion section of this report at a combined cost of \$68,000 in fiscal year 2023/24 from Operating Account M310-8004.

BACKGROUND

The Community Museums Grants Program was established in 2018 in response to a request for funding assistance from several local museums, some of whom do not receive operating assistance under the provincial Museums Assistance Program and instead rely heavily upon volunteers and self-generated revenue. The program's 3-year term was considered interim pending the development of a Culture and Heritage Priorities Plan. The term "community museum" is defined in Administrative Order 2018-010-ADM ("policy") to distinguish these museums from provincial, federal, or institutional museums, stand-alone archives, interpretation centres, art galleries etcetera. The program was subsequently amended to extend the term to fiscal year 2024/25 and to consolidate access to funding for non-recurring project-specific grants through a "single point of entry". In addition to multi-year Operating Grants the program now includes an expanded scope of Project Grants.

Under current policy Operating Grants can be awarded for up to three (3) consecutive years, subject to Council's approval of the annual program budget. To date, there are thirteen (13) community museums who receive an Operating Grant totalling \$122,000¹. Applications for non-recurring Project Grants are considered annually. Recommendations regarding Project Grant applications for fiscal 2023/24 are described in the Discussion section of this report.

EXECUTIVE SUMMARY

At its inception the Community Museums Grants Program was considered interim pending a determination of the Municipality's priorities with respect to cultural programming. With the development of a municipal Museum Strategy, it is anticipated that community museums will continue to have a role in the presentation and interpretation of the region's history. Hence, it is recommended that the term of this grant program be removed. Notwithstanding this proposed change, Regional Council retains the authority to amend or repeal policy at their discretion.

Within this context Operating Grants of up to three (3) years will continue but with a re-application process to enable a review of incremental impact relative to the program's budget capacity. A modest increase in Operating Grants is proposed through the reassignment of \$12,000 which had been directed to the Nova Scotia Museums Association to deliver the provincial Museum Evaluation Program to those community museums accepted into HRM's program. If this increase is approved by Regional Council, this year's payment (fiscal 2023) it will be considered Year 1 of the 3-Year term of an Operating Grant. Further amendments to policy are proposed to address the replacement of the provincial Museum Evaluation Program with a modified program called TRACK².

DISCUSSION

The proposed amendments to Administrative Order 2018-010-ADM are set out in **Attachment 1** of this report with the changes shown in **Attachment 3** for context. The proposed changes accommodate the replacement of the provincial Museum Evaluation Program in 2022 with a new program that supports standards of practice, changes intended to simplify the approval of Operating Grants, and housekeeping

¹ The thirteen (13) Operating Grants and individual amounts have been approved for 2023/24, subject to Council's approval of the program budget.

² TRACK is an acronym for Training, Resources, Assessment, Coaching, and Knowledge-Sharing.

updates. The report also recommends that the increase in program budget capacity due to the conclusion of the contract with the Association of Nova Scotia Museums be used to provide a modest increase in Operating Grants on a proportional basis, commencing in fiscal 2023/24.

Recommended Amendments to Policy

Duration of Grant Program: Under Section 5, subsections (1) and (2) of Administrative Order 2018-010-ADM (“policy”) the program has a defined term. Section 5 of the Administrative Order currently states:

- (1) *“Subject to annual budgetary approval, grants may be made available through this grant program for a term of three fiscal years: 2022-23, 2023-24 and 2024-25”.*
- (2) *“Council may, by resolution, extend the term of the grant program for additional years.”*

Consequently, the current term of the program ends in fiscal year 2024/25. However, the findings of Phase 1 of the HRM Museum Strategy suggests that community museums may be included in relation to the Municipality’s role in direct service delivery. Although this strategy is incomplete (Phase 2 is underway in 2023), it is recommended that Section 5 of the Administrative Order be repealed. This action would remove a stated end-date for the program and the descriptor “interim”. Instead, the program’s duration would be determined by Council as per other discretionary municipal grant programs.

Removal of Reference to the Museum Evaluation Program: At the inception of the Community Museums Grants Program the level of Operating Grant was evaluated using several factors, one of which was an organization’s participation and rating in the provincial Museum Evaluation Program (“MEP”). In 2022 this program was replaced by a new program called TRACK which supports improved museum practices through a process that is less onerous on participating organizations. A reduction in the resources required to participate in this new capacity-building program is meant to enhance the ability of museum staff and volunteers to focus on issues such as diversity, accessibility, climate change, and engaging in community-led services. The new approach is intended to be more responsive to an organization’s individual needs and has greater flexibility. TRACK operates annually on thematic basis, allowing museums to explore areas of operations every year and learn collaboratively with colleagues, peers, and subject-matter experts³. This change necessitates updating HRM’s program policy.

Term of Operating Grants: Current policy permits recurring Operating Grants for up to three (3) years and includes the expiry date of the term. This provision requires recurring amendments to the Administrative Order. As proposed the end-date (fiscal year) has been removed and replaced with a “re-application” clause which requires organizations to submit a re-application confirming and updating information provided to HRM as part of the original application. This amendment is meant to aid efficiency but also provides a timely opportunity to amend funding levels, as appropriate and in accordance with the program’s budget capacity and any growth in program uptake. To date, there are thirteen (13) approved Operating Grants at a combined total cost of \$122,000. If approved, the proposed amendments to the Administrative Order would effectively extend the duration of these Operating Grants for three additional years, subject to annual budget approval and submission of annual reports, before a re-application would be required.

Housekeeping Amendments: Minor housekeeping amendments have been made to policy to maintain its relevance. For example, reference to provisions specific to COVID-19 have been removed.

Recommended Increase in Operating Grants: The conclusion of the contract with the Association of Nova Scotia Museums has resulted in a saving of \$12,000 in fiscal 2023/24. Staff propose that these funds be redistributed on a proportional basis among the thirteen (13) organizations currently in receipt of an Operating Grant. If approved, this modest increase in Operating Grant would be effective in fiscal year 2023/24. A list of organizations in receipt of an Operating Grant, the amount, and the proposed additional increases are included in **Attachment 2** of this report. Information is also provided with respect to any

³ A comprehensive description of the TRACK program can be found online at: <https://ansm.ns.ca/track/>

additional municipal cash or in-kind assistance, or operating funds provided under the provincial Museums Assistance Program administered by the Nova Scotia Department of Communities, Culture, Tourism, and Heritage.

Recommended Project Grant Awards 2023

Applications for Project Grants are evaluated in accordance with subsection 25(2) of the Administrative Order which states:

- (a) the incremental impact of municipal funding; and*
- (b) the extent to which an enhancement to a facility or the delivery of an event, program or service facilitates public access to the museum and its amenities and its collection, improves the visitor experience, operating efficiencies, remediates a safety risk, or advances diversity and inclusion.*

As of the January 31, 2023, deadline a total of six (6) on-time Project Grant applications were received for a combined value of \$83,664.93 in requests. The following project descriptions and recommendations are presented in alphabetical order by grant sub-category.

Regular Project Grant (up to \$5,000)

1.Cole Harbour Rural Heritage Society – Cole Harbour

Incorporated in 1978, the society is a registered non-profit and Canadian charity that owns and operates a living museum on 2.5 acres of land located in an area that was once mainly agricultural, notably dairy farming and seasonal produce for markets in Halifax. A Project Grant in the amount of \$5,000 is requested towards (i) the purchase of a solar-powered interpretive device which plays a sensory activated, pre-recorded audio message and can be used outdoors, and (ii) production of a video regarding the Giles House, a registered heritage building that cannot be adapted for enhanced physical access. The total project cost is \$6,486 with \$1,063 confirmed from the applicant. As a registered charity the Society is eligible to apply to Revenue Canada for a partial HST rebate which is included in their project budget. Hands-free, audio interpretation enhances access to the museum's features, including outdoors, and improves access for the visually impaired. Full funding for the purchase of digital equipment is recommended (excludes video element which lacked sufficient detail).

A Project Grant in the amount of \$4,563 is recommended to fully fund the purchase of solar interpretive equipment and operating hardware to enhance self-guided interpretation and public access.

2.Lake Charlotte Area Heritage Society – Lake Charlotte

Incorporated in 1995, the Society is a registered non-profit and Canadian charity that own and operate a 4-acre living museum that portrays rural life in the area's small coastal villages. The site includes an extensive collection of heritage buildings, the Eastern Shore Archives, and interpretive displays. A Project Grant of \$5,000 is requested towards (i) the construction of two "killicks" – a traditional anchor constructed from wood, twine, and stone, and (ii) the restoration of a dory c.1950's including the construction of replica oars. The project budget includes professional fees for video recording and editing (quote provided) and restoration materials and labour. The total cost is \$7,770 of which the Society has confirmed a contribution of \$770. As a registered charity the society is eligible to apply to Revenue Canada for a partial HST rebate which was not included in the project budget. Both project elements relate to the museum's focus on the preservation and presentation of the history of small coastal communities. The artefacts will be on public display and enhance interpretation.

A Project Grant in the amount of \$5,000 is recommended towards the construction and restoration of items interpreting local coastal traditions and craftsmanship.

Capital Grant (up to \$25,000)

3. Army Museum - Halifax

The society is a registered non-profit and a Canadian charity that owns an extensive collection of military artefacts. The museum's focus is on the military history of Atlantic Canada with an emphasis on Nova Scotia. A Capital Grant in the amount of \$23,805 is requested towards replacing a portion of the existing "Trail of the Canadian Army 1939-1945" WW II exhibit and the purchase and installation of a new wall-mounted display panel with a digital interactive "touch table"⁴. The total cost is \$38,385 HST included of which \$5,705 from the applicant is confirmed. Federal and other funding sources are unconfirmed, but the applicant has indicated that the project could be phased as funds permit. As a registered charity the society is eligible to apply to Revenue Canada for a partial HST rebate which was not included in the project budget. The project maximizes use of the relatively small display area using wall-mounted and digital interactive technology that will enhance access to the museum's extensive collection.

A Capital Grant in the amount of \$23,000 is recommended for the purchase and installation of digital touchscreen display equipment and two static exhibit cases to enhance public access and interpretation.

4. Fultz Corner Restoration Society – Lower Sackville

Incorporated in 1980, the Society is a registered non-profit and Canadian charity that own and operate Fultz House, a registered heritage property. A Capital Grant in the amount of \$25,000 is requested towards replacement cedar shingle roofing and minor roof repairs. HRM Heritage Planner approval has been confirmed. Quotes provided (\$41,000 to \$43,000 HST included). At the time of application, a request for provincial funding was unconfirmed. The Society's contribution of \$4,312.50 is confirmed. As a registered charity the Society is eligible to apply to Revenue Canada for a partial HST rebate which was not included in the project budget, but the Society's contingency plan is to use the HST rebate, a GIC savings withdrawal, and fundraising. Application could also be made for a partial rebate on provincial sales tax levied on materials used for the restoration of the exterior of a registered heritage property (excludes labour) – this program is administered by Service Nova Scotia⁵. Funding is recommended towards protection of one of the area's few registered heritage buildings.

A Capital Grant in the amount of \$25,000 is recommended towards replacement of the cedar shingle roof of the Fultz House, a registered heritage property.

5. Nova Scotia Sport Hall of Fame – Halifax

Established in 1964 as the Nova Scotia Sport Heritage Centre and incorporated as a non-profit society in 1983. The society is also a registered Canadian charity. Operations encompass a Sports Hall of Fame and a sport history museum that has a significant digital, text, and sports memorabilia collection. A Capital Grant of \$22,489.43 is requested towards a new permanent display "Diversity in Nova Scotia Sport: A Cultural Mosaic" to reflect the impact of sport on different communities and how these same communities impacted sport development. The project includes oral history recordings, digital records, and artefacts. The total cost is \$43,674.35 and includes an indoor kiosk, wall-mounted video equipment, vinyl graphics, and display case upgrades. Federal funding in the amount of \$21,205 has been confirmed under Heritage Canada's Digital Access to Heritage Museums Assistance Program. As proposed the project would be fully funded by government. As a registered charity the society is eligible to apply to Revenue Canada for a partial HST rebate which was not included in the project budget. Funding is recommended to support enhanced

⁴ Digitized visual images of artefacts, sound recordings, and video can be accessed by users operating a touch-activated screen; the technology enhances interaction, provides protection for artefacts, and puts a large volume of material on display without the need for extensive physical space.

⁵ Eligibility criteria, guidelines and application form are available online at: beta.novascotia.ca/apply-hst-rebate-materials-fix-exterior-heritage-property

inclusivity, diversity, and self-representation in presenting the region's sporting traditions and accomplishments.

A Capital Grant in the amount of \$20,000 is recommended towards the development and installation of a new, permanent sports exhibition featuring historically marginalized communities.

Recommend Decline

6.Fort Sackville Foundation – Bedford

The Foundation is a registered non-profit and Canadian charity that house a small collection reflecting the history of Bedford in the HRM-owned Scott Manor House, a registered heritage property. A Project Grant in the amount of \$2,370 is requested to fully fund the purchase of twelve new light fixtures and assorted LED light bulbs, and installation by a licensed electrician (\$800). Except for the purchase of light bulbs, the request is for replacement interior light fixtures and upgrades to electrical outlets; subsection 24 (p) of Administrative Order 2018-010-ADM excludes leasehold improvements. Further, under Section 5.02 of the less than market value lease agreement "any leasehold improvements shall be at the tenant's expense"⁶ and would require HRM's written consent. In the alternative, the society will be referred to the applicable HRM department and/or the District Capital Fund.

FINANCIAL IMPLICATIONS

Community Museums Grant Program Budget M310-8004	\$220,000*
Less Approved Operating Grants (13)	(\$122,000) ¹
Less Recommended Increase in Operating Grants (13)	(\$12,000)
Less Recommended Project Grants (2)	(\$9,563)
Less Recommended Capital Grants (3)	<u>(\$68,000)</u>
Balance	\$8,437

1. See: Attachment 2 of this report for an itemized list of approved Operating Grant recipients and recommended incremental distribution of the \$12,000 saving resulting from the conclusion of the service contract with the Association of Nova Scotia Museums ("ANSM").

RISK CONSIDERATION

Low. The primary risks with cash grants are representational (accuracy and completeness of information), financial misappropriation or loss, and reputational risk to the Municipality.

COMMUNITY ENGAGEMENT

A Call for Submissions was issued through local print media and program materials were posted on the designated web pages within the halifax.ca web site. The stated deadline for applications was January 31, 2023.

ENVIRONMENTAL IMPLICATIONS

No environmental implications identified.

⁶ Under the current lease HRM pays utilities, regular maintenance and repairs, garbage removal, groundskeeping, pest control, and fuel delivery.

ALTERNATIVES

The Grants Committee could recommend that Regional Council adopt different amendments or none of the amendments to Administrative Order 2018-010-ADM. This may require an additional staff report.

The Grants Committee could make a different recommendation to Regional Council with respect to a particular grant application or recommend that Regional Council amend the value of an award or refer an application to staff for further review.

ATTACHMENTS

1. Amending Administrative Order 2018-010-ADM.
2. HRM Assistance to Community Museums Fiscal Year 2022/23 and Proposed Proportional Increase in Operating Grants Fiscal 2023/24.
3. Administrative Order Number 2018-010-ADM Respecting Grants to Community Museums Showing Proposed Amendments.

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.

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**HALIFAX REGIONAL MUNICIPALITY
ADMINISTRATIVE ORDER 2018-010-ADM
Respecting Interim Grants to Community Museums**

BE IT RESOLVED by the Council of the Halifax Regional Municipality that Administrative Order 2018-010- ADM, *Respecting Interim Grants to Community Museums*, is amended as follows:

1. The title is amended by striking out the word “Interim” after the word “Respecting” and before the word “Grants”.
2. Section 1 is amended by striking out the word “Interim” after the word “the” and before the word “Community”.
3. Section 3 is amended by:
 - (a) striking out the word “interim” after the word “provide” and before the word “grants”; and
 - (b) striking out the words and punctuation “, pending the completion of the Municipality’s Culture and Heritage Priorities Plan and the HRM Museum Strategy” after the word “practice” and before the period at the end of the section.
4. Section 5 is repealed.
5. Clause (a) of subsection 7(1) is amended by:
 - (a) striking out the words and punctuation “that participates in the provincial Museum Evaluation Program and has attained a score of 50/100 or higher,” after the word “museum” and before the word “up”; and
 - (b) adding the words and punctuation “with annual core operating expenditures averaging \$25,000 per year or above over the three years immediately preceding application to the program, or an application for continuation of funding,” after the word “museum” and before the word “up”.
6. Clause (b) of subsection 7(1) is amended by:
 - (a) striking out the words “that does not participate in the Provincial Museum Evaluation Program or has received a score below 50/100 with yearly” after the word “museum” and before the word “operating”;
 - (b) adding the words “with annual core” after the word “museum” and before the word “operating”; and
 - (c) adding the words and punctuation “or an application for continuation of funding,” after the comma after the word “program” and before the word “up”.
7. Clause (c) of subsection 7(1) is amended by:
 - (a) striking out the words “that does not participate in the Provincial Museum Evaluation Program or has received a score below 50/100 with yearly” after the word “museum” and before the word “operating”;
 - (b) adding the words “with annual core” after the word “museum” and before the word “operating”; and

(c) adding the words and punctuation “or an application for continuation of funding,” after the comma after the word “program” and before the word “up”.

8. Section 8 is amended by striking out the words and punctuation “, excepting those organizations accepted into the program to date, for fiscal year 2021 and 2022 due to financial fluctuations resulting from the COVID-19 pandemic” after the word “costs” and before the period at the end of the section.

9. Section 9 is amended by striking out the words and punctuation “or the balancing remaining in any stated term of the program,” after the comma after the word “commitment” and before the word “subject”.

10. Clause (a) of section 13 is amended by striking out the words “excepting fiscal year 2021 and 2022 due to the constraints resulting from the COVID-19 pandemic” after the word “public” and before the semi-colon at the end of the clause.

11. Section 14 is repealed.

12. Section 15 is amended by adding the word “separate” after the word “a” and before the word “funding”.

13. Clause (a) of section 18 is amended by:

(a) striking out the word “Interim” after the colon and before the word “Community”; and

(b) striking out the words, symbol and punctuation “Finance & Asset Management,” before the words “Halifax Regional Municipality”.

14. Clause (c) of section 18 is amended by:

(a) striking out the punctuation and words “: nonprofitgrants@halifax.ca”; and

(b) adding the words and punctuation “the address provided on the application form and/or program materials.” after the word “to” and before the end of the clause.

15. Section 20 is amended by:

(a) adding the word “and” after the semi-colon at the end of clause (f);

(b) striking out the semi-colon and the word “and” after the word “collection” and before the end of clause (g);

(c) adding a period at the end of clause (g); and

(d) repealing clause (h).

16. Subsection 21(2) is repealed.

17. Section 21A is added following the now repealed subsection 21(2) and before section 22 as follows:

21A. (1) Where an applicant has received sustainable funding up to a maximum of three (3) consecutive years in accordance with section 9, the applicant shall be required to re-apply for a subsequent Operating Grant.

(2) For an application for a subsequent Operating Grant in accordance with subsection (1), an applicant must provide:

(a) confirmation that there has been no change to the articles of incorporation or mission statement, or ownership of the collection, or must provide documentation addressing any changes thereto;

(b) updated lease or license for the property, or confirmation of continued ownership;

(c) updated proof of non-profit or charitable status in good standing as of the date of application; and

(d) updated statement identifying any other municipal, provincial or federal government funding including indirect or in-kind assistance with documentation to support the monetary value of assistance or a clear description of same.

18. Subsection 25(1A) is added following subsection 25(1) and before subsection 25(2) as follows:

(1A) The evaluation of applications for a subsequent Operating Grant shall consider the criteria in subsection 25(1), and may give preference to applicants that have participated in organizational capacity-building initiatives aimed at achieving or maintaining acceptable standards of museum practice, maintained public access, and that are not in receipt of government operating assistance.

19. Section 36 is amended by:

(a) striking out the words "Director of Finance" after the word "the" and before the word "may";

(b) adding the words "Chief Administrative Officer" after the word "the" and before the word "may"; and

(c) striking out the words "in accordance with the municipality's proposed Culture and Heritage Priorities Plan and HRM Museum Strategy" after the word "amendment" and before the period at the end of the section.

Done and passed this day of 2023.

Mayor

Municipal Clerk

**HRM Assistance to Community Museums Fiscal Year 2022-23 and
Proposed Proportional Increase in Operating Grants Fiscal 2023/24**

The following information is provided with respect to recurring operating assistance to community museums and excludes non-recurring municipal grants. Examples of the latter could include, for example, a project-specific cash grant under the District Capital Fund or a non-recurring grant under the Regional Special Events Grants Program.

- **Operating Grants: Community Museums Grants Program and Other Government Programs**

The thirteen (13) community museums in receipt of an Operating Grant under the Community Museums Grants Program are listed below by “Tier” which is used only in relation to HRM’s program. The tiers distinguish those organizations that have completed the provincial Museum Evaluation Program with a minimum score of 50/100. Participation in this program is voluntary: those organizations who elect not to undertake an evaluation are not disqualified from municipal funding consideration. Municipal Operating Grants also take into consideration annual revenues and government in-kind assistance. Provincial operating grants received under the Community Museums Assistance Program (“CMAP”) and the “NS” column indicates provincial funding outside the CMAP.

	HRM	CMAP	NS
Tier I			
Africville Heritage Trust	\$9,000	Pending ¹	
Army Museum Halifax Citadel	\$13,000	\$36,994	
Atlantic Canada Aviation Museum Society	\$9,000	\$15,338	
Cole Harbour Rural Heritage Society	\$16,000	\$50,012	
Fultz Corner Restoration Society	\$9,000	\$3,850	
Hooked Rug Museum of North America Society	\$8,000	\$0	
Lake Charlotte Area Heritage Society	\$21,000	\$21,000	
Musquodoboit Harbour Heritage Society	\$8,000	\$14,748	
Nova Scotia Sport Hall of Fame	\$7,000	\$0	\$55,000 ¹
Atlantic Heritage Park Society	\$8,000	\$0	
Tier II			
Fort Sackville Foundation	\$6,000	\$0	
L’Acadie de Chezzetcook Association	\$5,000	\$0	
Tier III			
Sheet Harbour and Area Heritage Society	\$3,000	\$0	
Total	\$122,000	\$128,942²	\$55,000

Notes:

1. Operating funding from the Nova Scotia Department of Communities, Culture, Tourism & Heritage primarily offsets the cost of the Sports Hall of Fame annual induction event.
2. Funding to community museums located in HRM excludes \$42,000 to the Dartmouth Heritage Society under the *Community Museums Assistance Program* in addition to \$100,000 from HRM.

¹ An increase of \$650,000 to the Community Museums Assistance Program has created the capacity for the NS Department of Communities, Culture, Tourism and Heritage to open the program to new applicants in 2023. The application deadline is in June 2023, but funding commitments are not guaranteed beyond one year.

Due to significant variance in the value of CMAP grants, and the exclusion/non-participation of seven community museums located within HRM, the Community Museums Grants Program does not use provincial funding as a benchmark for municipal grants except in relation to the 80% government funding threshold for a municipal Operating Grant.

- **Proposed Proportional Increase in Operating Grant**

As proposed the \$12,000 that funded the service contract with ANSM would be distributed among the thirteen participating organizations based on their proportional share (shown as a %) of the \$122,000 previously approved. All figures are rounded to the nearest dollar.

	HRM	%	Revised Total (Proposed)
Tier I			
Africville Heritage Trust	\$9,000	7.4%	\$9,885
Army Museum Halifax Citadel	\$13,000	10.7%	\$14,279
Atlantic Canada Aviation Museum Society	\$9,000	7.4%	\$9,885
Cole Harbour Rural Heritage Society	\$16,000	13.1%	\$17,574
Fultz Corner Restoration Society	\$9,000	7.4%	\$9,885
Hooked Rug Museum of North America Society	\$8,000	6.6%	\$8,787
Lake Charlotte Area Heritage Society	\$21,000	17.2%	\$23,066
Musquodoboit Harbour Heritage Society	\$8,000	6.6%	\$8,787
Nova Scotia Sport Hall of Fame	\$7,000	5.7%	\$7,689
S.S Heritage Park Society	\$8,000	6.6%	\$8,787
Tier II			
Fort Sackville Foundation	\$6,000	4.9%	\$6,590
L'Acadie de Chezzetcook Association	\$5,000	4.1%	\$5,492
Tier III			
Sheet Harbour and Area Heritage Society	\$3,000	2.5%	\$3,295
Total	\$122,000	100%	\$134,000

- **Property Tax Relief: Tax Relief for Non-Profit Organizations Program (2022)**

In 2022 nine organizations currently included in the Community Museums Grant Program were assessed as taxable². Discretionary tax relief was awarded to a combined total of sixteen (16) properties.

	Tax Grant	Taxes Paid
Atlantic Canada Aviation Museum	\$39,203	\$0
Cole Harbour Rural Heritage Society (2)	\$4,957	\$0
Fort Sackville Foundation (2)	\$2,029	\$0
Fultz Corner Restoration Society (5)	\$19,731	\$669 (BID levy)
Hooked Rug Museum of North America	\$7,243	\$1,390
L'Acadie de Chezzetcook Association (2)	\$3,274	\$0
Lake Charlotte Area Heritage Society	\$10,280	\$0
Musquodoboit Harbour Heritage Society	\$1,342	\$135 (HRM Tenancy)
S.S Atlantic Heritage Park Society	\$3,168	\$0
Sheet Harbour Area Historical Society	\$864	\$1,882

² In 2022 the Africville Heritage Trust was not assessed as taxable. The Army Museum Halifax Citadel occupy a portion of federal government property for which a federal grant in lieu of tax is to be paid to the Municipality.

Total	\$92,091¹	\$4,076
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Notes:

- 1 The individual and combined value of tax relief was calculated using the 2022 Assessment Values and Municipal Tax Rate. Values are rounded and exclude any subsequent adjustment in assessed value by Property Valuation Services Corporation.
- 2 Community museums not listed may be exempt, party to a commercial lease, or occupy federal or provincial property under which tax is paid in the form of “grant in lieu of tax”.
- 3 The BID levy paid by Fultz Corner is essentially a flow-through to the Sackville Business Commission and does not represent a net revenue to the Municipality. Likewise, the tax paid for an HRM office in the Musquodoboit Railway Museum is to be paid by HRM through the lease agreement.
- 4 In 2022, the Sheet Harbour and Area Chamber of Commerce received partial tax relief based on the operation of a community museum in that portion of the premises sub-let to the Sheet Harbour Area Historical Society. The property (MacPhee House) is owned by HRM and leased to the Chamber at less than market value. The agreement also includes indirect assistance with some seasonal operating costs. The value of tax grant shown is 50% of the tax grant based on the museum’s occupancy of 50% of the premises. Likewise, the tax paid is 50% of tax payable after the application of tax relief.

- **Less than Market Value Lease/Indirect Municipal Operating Assistance**

In addition to a less than market value rental rate, some municipal lease or license agreements include specific operating expenses that might otherwise be the responsibility of a tenant. Currently, two organizations receive indirect municipal operating assistance through a lease agreement.

	Rent Waiver	Operating Costs/HRM	Total/HRM
Fort Sackville Foundation	\$28,776	\$30,000	\$58,776
Sheet Harbour Area Historical Society	\$5,110	\$5,150	\$10,260
Total	\$33,886	\$35,150	\$69,036

Notes:

1. Report to the December 12, 2017, meeting of Regional Council, Less than Market Value Lease: Scott Manor House 15 Fort Sackville Road, dated December 5, 2017, p.4³. Excludes any future or ongoing capital costs incurred by HRM in property maintenance, repairs, or re-capitalization.
2. Report to the November 26, 2019, meeting of Regional Council, Less than Market Value Lease: MacPhee House, 22404 Highway 7 Sheet Harbour, dated November 20, 2019, pp.4-5⁴. In total, HRM’s ‘cost’ associated with the less than market value lease of MacPhee House is estimated to be \$20,520; this includes \$10,220 in lost rent revenue and \$10,300 in annual maintenance costs. The Sheet Harbour Area Historical Society occupies 50% of MacPhee House under a sub-lease with the Sheet Harbour Chamber of Commerce. Therefore, the value of HRM’s in-kind assistance represents \$10,260 in support of the community museum operations based on 50% occupancy.

³ See: <https://www.halifax.ca/sites/default/files/documents/city-hall/regional-council/171212rc1431.pdf> .

⁴ See: www.halifax.ca/sites/default/files/documents/city-hall/regional-council/191126rc1543.pdf.

ADMINISTRATIVE ORDER NUMBER 2018-010-ADM
RESPECTING ~~INTERIM~~ GRANTS TO COMMUNITY MUSEUMS

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 ~~Interim~~ *Community Museums Grants Program* Administrative Order.

Interpretation

2. In this Administrative Order,

(a) “applicant” means a community museum organization applying for funding under this Administrative Order;

(b) “Council” means the Council of the Halifax Regional Municipality;

(c) “core recurring operating expenses” means regular, ongoing fixed general and administrative operating expenses required to operate the museum and management of its collection(s) or a recurring observance day event hosted by the museum or a community-based non-profit or charitable organization;

(d) “fiscal year” means the year commencing on April 1 and ending on March 31;

(e) “registered non-profit organization” includes:

(i) society incorporated pursuant to the *Societies Act*, R.S.N.S 1989, c.435, as amended;

(ii) a not-for-profit corporation incorporated pursuant to the *Canada Not-for-Profit Corporations Act*, S.C 2009, c.23, or

(iii) a non-profit organization otherwise incorporated pursuant to an Act of the Nova Scotia Legislature;

(f) “Municipality” means the Halifax Regional Municipality;

(g) “museum” means a permanent facility, open to the public, that acquires, conserves, researches, communicates and exhibits the tangible and intangible heritage of humanity and its environment for the purpose of education, study and enjoyment;

(h) “a community museum” means a museum that reflects either the community where the museum is located, or a specialized theme; and

(i) “registered charitable organization” means a charity incorporated under the Income Tax Act, R.S.C., 1985, c. 1 (5th Supp.).

Purpose and Objectives

3. The purpose of this Administrative Order is to provide ~~interim~~ grants to eligible community museums located within the geographic boundary of the Halifax Regional Municipality to support core museum operations and build organizational capacity in achieving and maintaining accepted standards of practice, ~~pending the completion of the Municipality's Culture and Heritage Priorities Plan and the HRM Museum Strategy.~~

Grants Available

4. There is hereby established a grant program to provide operational support to eligible community museums.

5. ~~(1) Subject to annual budgetary approval, grants may be made available through this grant program for a term of three fiscal years: 2022-23, 2023-24 and 2024-25.~~

~~(2) Council may, by resolution, extend the term of the grant program for additional fiscal years.~~

6. There are two funding categories:

(a) Operating Grant: supports core recurring operating expenses directly related to the operation of a community museum in the Halifax Regional Municipality; and

(b) Project Grant: supports a non-recurring project that enhances educational programming, public access, organizational capacity building, a specific type of event or commemorative project, or a capital project.

7. (1) Operating Grants are available at three levels:

(a) Tier I: available to a community museum ~~that participates in the provincial Museum Evaluation Program and has attained a score of 50/100 or higher,~~ with annual core operating expenditures averaging \$25,000 per year or above over the three years immediately preceding application to the program, or an application for continuation of funding, up to a maximum of \$25,000 per fiscal year;

(b) Tier II: available to a community museum ~~that does not participate in the provincial Museum Evaluation Program or has received a score below 50/100 with yearly~~ with annual core operating expenditures averaging more than \$10,000 per year over the three (3) years immediately preceding application to the program, or an application for continuation of funding, up to a maximum of \$15,000 per fiscal year; and

(c) Tier III: a developmental award available to a community museum ~~that does not participate in the provincial Museum Evaluation Program or has received a score below 50/100 with yearly~~ with annual core operating expenditures averaging \$10,000 or less over the three (3) years immediately preceding application to the program, or an application for continuation of funding, up to a maximum of \$5,000 per fiscal year.

8. Combined municipal, provincial, and federal operating funding, including operating funding received from this program, shall not exceed 80% of total operating revenues for annual administrative and core museum program costs, ~~excepting those organizations accepted into the program to date, for fiscal year 2021 and 2022 due to financial fluctuations resulting from the COVID-19 pandemic.~~

9. Operating Grants may provide up to a three (3) year funding commitment, ~~or the balancing remaining in any stated term of the program~~, subject to annual budgetary approval by Regional Council.
10. (1) Project Grants are available in three sub-categories:
- (a) Regular Project Grant: a maximum award of up to \$5,000,00 per fiscal year per eligible applicant to support one or more non-recurring initiatives that enhance educational programming, public access, organizational capacity building, an awareness and appreciation of museums and community heritage, the museum, its collection, programs or services, including small equipment purchases;
- (b) Special Project Grant: a maximum award of up to \$20,000.00 per eligible applicant to support a non-recurring exceptional or unique opportunity with the potential to attract provincial or national attention, significantly increase the organization's revenue or profile, or the commemoration of a place, person or historical event related to the museum's location or theme.
- A one-time Special Project Grant of up to \$10,000 may be considered towards hosting a quarterly anniversary event (25th, 50th, 75th, 100th etcetera) ineligible for consideration under the HRM Regional Special Events Grants Program.
- (c) Capital Grant: a one-time maximum award of up to \$25,000 per eligible applicant to support:
- (i) the acquisition, maintenance, or capital improvements to fixed assets owned by the applicant including land, buildings, vehicles, and equipment;
- (ii) the acquisition of an artifact of social, cultural or historical significance the value of which is verified by an independent appraisal;
- (iii) the commission or purchase of an original work for the museum's permanent collection or site the value of which is verified by an independent appraisal; or
- (iv) the design and construction of an exhibition or display. Preference may be given to permanent installations.
- (2) Organizations eligible for a grant pursuant to this Administrative Order but ineligible for an Operating Grant under section 8 are eligible to apply for a non-recurring Project Grant.
11. Organizations may make application to, and receive funding from, any combination of the Project Grant funding sub-categories in any given year.

Eligibility

12. To be eligible for consideration for a grant pursuant to this Administrative Order, the applicant:
- (a) shall be a registered non-profit community, cultural, educational or recreational organization, or a registered charitable organization;
- (b) shall be located within the geographic boundary of HRM;

- (c) shall have been registered as a non-profit community, cultural, educational or recreational organization, or charity and operated a community museum for a minimum of three (3) consecutive years;
- (d) shall be an operator of a community museum that meets the eligibility criteria set out in section 13;
- (e) shall have legal title to the collection it houses in its museum on a permanent basis; and
- (f) shall own, lease or license the property that the museum occupies, with a minimum of three (3) years remaining in any lease or license agreement as of the date of the application.
13. To be eligible as a community museum under this Administrative Order, the museum shall:
- (a) be open to the public a minimum of three (3) months per year, and publicize its hours of operation to the general public ~~excepting fiscal year 2021 and 2022 due to the constraints resulting from the COVID-19 pandemic~~; and
- (b) maintain separate financial records covering museum operations, as distinct from any other activities of the applicant.
- (c) Repealed
14. ~~To be eligible for consideration for a Tier I Operating Grant, the applicant must have attained a minimum score of 50/100 from the Association of Nova Scotia Museums *Museum Evaluation Program* and provide proof thereof with their application.~~
15. Applicants who are currently party to a **separate** funding agreement with HRM are ineligible for funding under this Administrative Order.
16. For greater certainty, the following are ineligible for consideration for funding under this Administrative Order:
- (a) federal, provincial, municipal, institutional, corporate and private museums;
- (b) Repealed;
- (c) linguistic or heritage societies that do not own a collection;
- (d) broad-based cultural or membership-based advocacy organizations;
- (e) stand-alone archives;
- (f) libraries;
- (g) art galleries; or
- (h) interpretive centres that do not meet the criteria of a museum in terms of the depth or significance of the collection, exhibit development, engagement in research and related educational programming.

Application Requirements

17. There is one intake period per fiscal year. The intake period and application deadline will be established by staff and advertised on the application form and associated materials and the HRM website.
18. All applications must be received by mail or drop-off to:
 - (a) by mail: ~~Interim~~ Community Museums Grant Program
Finance & Asset Management, Halifax Regional Municipality
PO Box 1749, Halifax, Nova Scotia
B3J 3A5
 - (b) by courier or in-person drop-off to any HRM Customer Service Centre as listed on the official application form, Attention: Community Museums Grant Program, Halifax Regional Municipality; or
 - (c) by email to: ~~nonprofitgrants@halifax.ca~~ the address provided on the application form and/or program materials.
19. Late or incomplete applications will not be reviewed or considered.
20. For an initial application for a grant pursuant to this Administrative Order, an applicant must provide:
 - (a) a complete application form signed by two members of the Board of Directors;
 - (b) itemized financial statement for the previous three (3) years of operation with expenditures directly associated with museum operations clearly separated from any other function of the applicant;
 - (c) proof of non-profit or charitable status in good standing as of the date of application;
 - (d) articles of incorporation, including mission statement;
 - (e) a statement identifying any other municipal, provincial or federal government funding including indirect or in-kind assistance with documentation to support the monetary value of assistance or a clear description of same;
 - (f) proof of ownership of the property, or a copy of lease or license agreement as applicable;
and
 - (g) a signed statement attesting to the ownership of the collection; and
 - (h) ~~documentation to verify participation in and score under the Museum Evaluation Program as applicable.~~
21. (1) A community museum that is receiving an Operating Grant may make a subsequent application to change the level of Operating Grant received, based on a change in status.

~~(2) For an application for a change in the level of Operating Grant, an applicant must provide with its annual report pursuant to section 34, an itemized statement demonstrating the applicant's revenues and expenditures one of the following:~~

~~(a) to transition from Tier II to Tier I, proof of participation in the Nova Scotia Museum Museums Evaluation Program, including the date and score; or~~

~~(b) to transition from Tier III to Tier II, itemized financial statement demonstrating that the applicant has generated revenues in excess of \$10,000 in each of the preceding three (3) years.~~

21A. (1) Where an applicant has received sustainable funding up to a maximum of three (3) consecutive years in accordance with section 9, the applicant shall be required to re-apply for a subsequent Operating Grant.

(2) For an application for a subsequent Operating Grant in accordance with subsection (1), an applicant must provide:

(a) confirmation that there has been no change to the articles of incorporation or mission statement, or ownership of the collection, or must provide documentation addressing any changes thereto;

(b) updated lease or license for the property, or confirmation of continued ownership;

(c) updated proof of non-profit or charitable status in good standing as of the date of application; and

(d) updated statement identifying any other municipal, provincial or federal government funding including indirect or in-kind assistance with documentation to support the monetary value of assistance or a clear description of same.

Eligible and Ineligible Expenses

22. (1) An Operating Grant may be used for core recurring operating expenses as defined in clause 22(2) and expenses incurred in a recurring observance day event hosted by the museum or an unrelated community-based non-profit organization.

(2) Repealed

(3) Expenses associated with on-site retail operations may be considered if:

(a) they are integral to the visitor experience;

(b) the product is linked to the museum's interpretive theme(s); and

(c) the revenues generated are directed to support museum operations.

23. (1) Regular Project Grants may be used to pay for a combination of expenses, not exceeding \$5,000 in total, associated with one or more non-recurring initiatives, including:

(a) exhibit hosting or development;

(b) staff or volunteer training in museum practice;

(c) community-based research or self-publishing;

(d) independent professional services for any of the following: design and/or fabrication fees, legal fees, strategic planning, building condition and lifecycle planning, building conservation report, energy, safety or accessibility audit, environmental assessment, program evaluation, or an appraisal of an artefact or building for insurance or conservation purposes;

(e) defined programs or services; and

(f) a non-recurring event, including an online event, organized by the applicant that reflects the museum's focus on the community in which it is located or the museum's specialized theme for which application has not been made to the HRM Special Events Grants Program.

(2) Special Project Grants may be used to pay for expenses incurred in hosting or the development of a non-recurring exceptional, unique, or commemorative project, excluding an expenditure eligible for consideration under subclause 10(1)(c) Capital Grant.

(3) Capital Grants can be used to pay for project-specific non-recurring expenses not covered by an Operating Grant such as but not limited to:

(a) acquire, maintain or improve fixed assets such as land, buildings, vehicles or equipment excluding the acquisition of municipal surplus real property or leasehold improvements; and

(b) acquire or commission an original work of art or an artifact of historical or cultural significance for the museum's permanent collection.

(4) Applications related to capital improvements to a municipally registered heritage property shall include Heritage Planner approval with the application.

(5) Expenses not included in this section may be considered on a case-by-case basis.

24. Grants shall not be used for the following purposes:

(a) expenditures unrelated to the operation of a community museum, its programs or services;

(b) remuneration to a member or officer of the applicant's Board of Directors;

(c) salaries and wages, benefits, mandatory contributions or employment-related benefits to full and part-time employees, except as outlined in section 22(1)(b)(v);

(d) consulting fees to a member of staff or member of the Board of Directors;

(e) debt retirement other than a mortgage;

(f) investments or savings;

(g) awards or prizes, banquets, dinners, receptions, souvenirs, personal gifts, or donations;

(h) scholarships or bursaries;

- (i) the purchase of goods for resale;
- (j) Repealed
- (k) fundraising and fundraising events;
- (l) lease, insurance, registration, inspection, repairs or maintenance of a private vehicle;
- (m) retroactive expenditures or pre-payment of expenditures for goods and services to be utilized in the following fiscal year;
- (n) private events, marketing, trade or consumer events, seminars, clinics, symposium, an awards event, a sporting event, political event, or conference;
- (o) events that occur prior to April 1st of the respective fiscal year;
- (p) leasehold improvements; or
- (q) costs, associated with the purchase of a surplus municipal property or a lease or license of municipal property.

Application Evaluation

25. The following criteria shall be used to evaluate applications for Council's consideration:

- (1) for an Operating Grant:
 - (a) the incremental impact of municipal funding;
 - (b) the extent of public access;
 - (c) the significance of the collection;
 - (d) the applicant's demonstrated standards of practice, including completion of the Museum Evaluation Program or formal application to or acceptance into the program as applicable;
 - (e) confirmation of property ownership, lease or license agreement, or letter of agreement and the terms attached thereto;
 - (f) all municipal, provincial and federal government funding, including any indirect or in-kind assistance to museum operations;
 - (g) the proportional cost of museum operations as distinct from unrelated or ancillary programs and services;
 - (h) reliance on volunteer labour and self-directed fundraising or earned revenues;
 - (i) financial stewardship as demonstrated through the submission of itemized financial statements; and
 - (j) outstanding obligations of the applicant to the municipality, including overdue reporting as part of a grant program, tax or rent arrears, and any other amounts owed to the municipality.

(1A) The evaluation of applications for a subsequent Operating Grant shall consider the criteria in subsection 25(1), and may give preference to applicants that have participated in organizational capacity-building initiatives aimed at achieving or maintaining acceptable standards of museum practice, maintained public access, and that are not in receipt of government operating assistance.

(2) for a Project Grant:

(a) the incremental impact of municipal funding; and

(b) the extent to which an enhancement to a facility or the delivery of an event, program or service facilitates public access to the museum and its amenities and its collection, improves the visitor experience, operating efficiencies, remediates or reduces a safety risk, or advances diversity and inclusion.

Application Review Process

26. Applications shall be reviewed by staff and a recommendation report submitted to the HRM Grants Committee, for recommendation to Regional Council.
27. Applicants will be notified promptly if their application is ineligible.
28. Final approval of all applications for a grant, and the amount thereof, is a decision of Council at its sole discretion.
29. Approval of grants is conditional upon Council's approval of the annual program budget.
30. Owing to limited funds, not all eligible applicants may receive funding.
31. Notification of the decision of Council will be communicated to applicants.

Conditions of Approval and Payment of Grants

32. Grant monies will be dispersed in full upon approval of the application.
33. (1) The recipient of a multi-year Operating Grant shall provide an annual report to the municipality that includes the prior year's financial statement and a brief summary of expenses and activities supported by the municipality's grant, including a description of the impact of the municipality's grant on the museum and the collection, within 30 days of the date stated in the award notification letter.
 - (2) Failure to submit a report for an Operating Grant may result in a pro-rated reduction in the value of award in successive years.
 - (3) The recipient of a Project Grant shall confirm completion of the project, or status, and proof of expenditures on the form provided by the Municipality by March 31st.
 - (4) Organizations in default of the program's reporting shall have 30 days to remediate after which eligibility for project funding may be suspended for the subsequent fiscal year.
34. Repealed

35. In the event that the operations of the applicant cease or are diminished, or should a project, in part or in whole, not be completed as described in the application, applicants must notify the municipality and may be required to repay all or some portion the grant.

Review

36. Prior to the expiration of the term of this grant program, the ~~Director of Finance~~ **Chief Administrative Officer** may provide a report and recommendations to Regional Council to consider repeal, continuation, or amendment ~~in accordance with the municipality's proposed Culture and Heritage Priorities Plan and HRM Museum Strategy.~~

General

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*.

Done and passed in Council this 5th day of June, A.D. 2018.

Mayor

Municipal Clerk

I, _____, Municipal Clerk of the Halifax Regional Municipality, hereby certify that the above noted Administrative Order was passed at a meeting of the Halifax Regional Council held on June 5th, 2018.

Municipal Clerk

Notice of Motion:
2018
Approval:
2018

May 22,
June 5,

Amendment #1
Notice of Motion:
Approval:
2020

July 21, 2020
August 18,

Amendment #2
Notice of Motion:
2020
Approval:
2021

December 15,
January 12,

Amendment #3
Notice of Motion:
Approval:

April 5, 2022
April 12, 2022
