



P.O. Box 1749  
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**Item No. 9.1.2**  
**Grants Committee**  
**March 27, 2024**

**TO:** Chair and Members of the Grants Committee

**SUBMITTED BY:** -Original Signed-  
Cathie O'Toole, Chief Administrative Officer

**DATE:** February 28, 2024

**SUBJECT:** Community Museums Grants Program: Recommended Awards 2024

**ORIGIN**

January 31, 2024 – Application deadline for annual 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 Grants to Community Museums.*

**9.** Operating Grants may provide up to a three (3) year funding commitment, subject to annual budgetary approval by Regional Council.

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

*Administrative Order 2019-007-ADM Respecting Grants Reporting.*

*Administrative Order 54 Respecting Procedures for Developing Administrative Orders*

**5.** All Administrative Orders, amendments to Administrative Orders, and repeal of Administrative Orders require at least seven (7) days' notice to all the Council Members in accordance with subsection 59(1) of the *Halifax Regional Municipality Charter*.

*Administrative Order 2019-007-ADM Respecting Grants Reporting.*

**RECOMMENDATION**

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

1. Adopt the amendment to Administrative Order 2018-010-ADM, Respecting Grants to Community Museums, as set out in Attachment 1 of this report; and
2. Approve seven (7) Project Grants (\$77,937) and one (1) new Operating Grant (\$6,000) as detailed in the Discussion section of this report at a combined increase in cost of \$83,937 in fiscal year 2024/25 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 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.

This report proposes a minor housekeeping amendment to Administrative Order 2018-010-ADM (**Attachment 1**), a recommendation to accept an application from the Waverley Heritage Society for addition to the program and an annual Operating Grant, and recommendations regarding applications for Project Grants received as of the January 31, 2024, deadline. The funding for Operating Grants to thirteen organizations previously awarded by Regional Council will receive payment upon approval of the 2024/25 program budget. These annual grants and any additional cash or in-kind municipal assistance are detailed in **Attachment 2** of this report.

Fiscal year 2024/25 marks the end of the 3-year term for the thirteen approved Operating Grants. Therefore, organizations in receipt of a multi-year Operating Grant will have to re-apply for an additional 3-year term (2025 to 2027) as per Section 21A (2)<sup>1</sup> of the Administrative Order which is included as **Attachment 3** of this report. If Council approves the staff recommendation to add the Waverley Heritage Society to the program, they will also have to apply in 2025 for a further 3-year funding term to establish and maintain alignment with other community museums in receipt of an Operating Grant. Consistent and uniform funding terms creates an administration efficiency for both HRM and grant recipients while maintaining funding predictability afforded by HRM’s Community Museums Grants Program.

Note: The proposed Operating Grant to the Waverley Heritage Society is in addition to the thirteen (13) pre-approved Operating Grants. If Council approves the addition of the Waverley Heritage Society, the combined cost of Operating Grants will be \$140,000 in fiscal year 2024/25 from Operating Account M310-8004.

In accordance with Administrative Order 54 an amendment to an Administrative Order requires at least seven (7) days’ notice to members of Regional Council.

## **DISCUSSION**

### **Recommended Amendment to Policy**

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<sup>1</sup> Under subsections 21A (2) (a) to (d) organizations requesting an additional 3-year Operating Grant are required to confirm there has been no change to an organization’s articles of incorporation, collection ownership or a lease agreement, to confirm registration is in good standing, and to update any other municipal, provincial, or federal grant funding or in-kind assistance. These applications will be reviewed in 2025 with recommendations to Regional Council through the Grants Committee.

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. The provincial program was replaced with a new program called TRACK<sup>2</sup>. In the 2023 HRM's Community Museum Grant Program Recommended Awards Grants Committee report, Administrative Order 2018-010-ADM Grants to Community Museums was amendment to remove any reference to the provincial Museum Evaluation Program.

The proposed amendment to Administrative Order 2018-010-ADM, included as **Attachment 1** of this report with the change shown in **Attachment 3** for context, is to remove the remaining reference to the provincial program in subsection 25 (d) which was unintentionally omitted in 2023<sup>3</sup> which includes following in evaluation criteria: "...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;"

### Recommended Project Grant Awards 2024

As of the January 31, 2024, deadline a total of seven (7) on-time Project Grant applications were received for a combined value of \$77,937 in requests. Applications for Project Grants are evaluated in accordance with subsection 25(2) of the Administrative Order which considers the incremental impact of municipal funding and public access. The following project descriptions and recommendations are presented in alphabetical order by grant sub-category.

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

##### 1. Atlantic Canada Aviation Museum Society – Goffs

The Society was formed 1977 to establish a museum devoted to preserving Atlantic Canada's aviation heritage. The museum opened in 1985 and has since established a comprehensive collection and displays of civilian and military aviation history, including numerous artefacts encompassing insignia, engines, and a range of aircraft (balloons, gliders, and aeroplanes). By private donation, the museum has acquired a Boeing 7374 Flight Simulator which was reassembled by volunteers to offer this interactive exhibit to the public. The exhibit is quite complex and due to its age requires a software upgrade to function properly. A Project Grant in the amount of \$3,937.30 was requested to fully fund technical upgrades to the simulator's software.

*A Project Grant in the amount of \$3,937 is recommended to fully fund the purchase of specialized operating software for the Atlantic Canada Aviation Museum's flight simulator exhibit.*

##### 2. 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 \$4,000 is requested towards the purchase and installation of additional interior/exterior security cameras to enhance site monitoring and safety. The total cost is \$4,973.75 with the balance of funds, including partial HST rebate provided by the Society.

*A Project Grant in the amount of \$4,000 is recommended towards the purchase of security cameras for the*

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<sup>2</sup> TRACK is an acronym for Training, Resources, Assessment, Coaching, and Knowledge-Sharing

<sup>3</sup> See: [June 20, 2023 Grants Committee Report to Regional Council](#).

<sup>4</sup> The first Boeing 737 was put into service in 1967.

*Cole Harbour Heritage Farm Museum.*

### **3. Fort Sackville Foundation – Bedford**

Incorporated in 1988, the society is a registered non-profit and Canadian charity that lease the HRM-owned registered heritage known as *Scott Manor House* (c.1770). The society's collection includes photographs and artwork, newspaper clippings, maps, books, small artefacts, and self-published monologues. A Project Grant in the amount of \$5,000 is requested towards preservation of the art collection stored and exhibited on-site. The project's total cost is estimated to be \$5,500 for archival conservation (glass, acid-free matting, and some frames). A holdback on funds is recommended pending confirmation of archival standards and identification of a qualified service provider. If approved, the award would include fees for an assessment by a qualified archival conservator and framing services. The Foundation's \$500 contribution is confirmed.

*A Project Grant in the amount of \$5,000 is recommended towards the costs for professional conservation services for selected works of art from the Fort Sackville Foundation's collection. Funds will be held back pending confirmation of archival conservation standards and a qualified service provider.*

### **4. Lake Charlotte Area Heritage Society – Lake Charlotte**

The Lake Charlotte Area Heritage Society is a non-profit provincially registered non-profit society and Canadian charity that own and operate the Memory Lane Heritage Village, a 4-acre living museum that portrays rural life in the area's small coastal villages circa 1940's. The site includes the Eastern Shore Archives, the only accredited community archives serving small communities between Lawrencetown and Ecum Secum. The Society conducts or commissions community-based research to identify and preserve the area's local history. In support of this work, a Project Grant in the amount of \$5,000 is requested towards professional fees for an exploratory investigation of the role African descendants may have played in the settlement of coastal areas and inland to the Musquodoboit Valley, Mooseland, Marinette, and Lochaber Mines. The researcher, Cam Robertson, is a recognized expert in Black history with extensive museum, curatorial, research, and publishing experience. The total cost of this initial phase of the project is \$6,000 with a \$1,000 contribution from the Society confirmed.

*A Project Grant in the amount of \$5,000 to the Lake Charlotte Area Heritage Society is recommended towards professional services for research pertaining to people of African decent and their role in the settlement of the Eastern Shore region.*

### **Project Grant - Capital (up to \$25,000)**

### **5. Cole Harbour Rural Heritage Society – Cole Harbour (Registered Heritage Property)**

As part of their collection the Society owns and operates eight (8) heritage buildings, one of which is the Giles House (circa 1780). The house was originally built in 1780 on one hundred acres of land purchased by Joseph Giles in 1789. It is believed that the house was dismantled and brought from the Lunenburg area and moved to its current location in 1976. The wood shingle roof of the residence needs replacement at a cost of \$23,000. A Capital Grant in the amount of \$15,000 is requested with the balance, including partial HST rebate, contributed by the Society. HRM Heritage Planning has approved the work.

*A Capital Grant in the amount of \$15,000 recommended towards re-shingling the Giles House roof, a registered heritage building owned by the Cole Harbour Rural Heritage Society.*

### **6. Lake Charlotte Area Heritage Society – Lake Charlotte**

The Society has undertaken a long-term initiative aimed at strengthening existing and new infrastructure to mitigate the impact of climate change. Within this context, the construction of an additional structure to the Eastern Shore Archives building is proposed with enhanced climate controls. The construction is estimated

to cost \$56,000. A Capital Grant of \$25,000 is requested representing approximately 44% of the cost for construction materials. The Society propose the balance of funds may be secured by a bank loan (terms unconfirmed) or other levels of government. Building permits and approval have been confirmed for the construction. Additional funding will also need to be secured for the proposed addition of solar panels/electrical upgrades, heat pumps and insulation for energy efficiency and climate control (less any provincial energy rebate), and cabinetry for the expanded building.

*A Capital Grant in the amount of \$25,000 towards the construction of a new archival storage facility is recommended. If approved, funds will held back pending confirmation the project can proceed in 2024.*

### **7. 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 in the amount of \$20,000 is requested towards the construction of an exhibit area dedicated to honouring all the inductees of the Nova Scotia Sport Hall of Fame. The project also includes the purchase and installation of an interactive screen offering public access to a large database of photographs and videos, and artifact displays. The new permanent exhibition will become a feature in the newly renovated Sports Hall of Fame which will be located within HRM's sports facility known as the Scotia Bank Centre. The total cost of the project is \$46,472. The remaining \$26,472 contribution from the Society has been confirmed.

*A Capital Grant in the amount of \$20,000 recommended towards the cost of a new permanent display for the Nova Scotia Sport Hall Fame.*

## **Recommended Operating Grant Award 2024**

Applications for Operating Grants are evaluated in accordance with subsection 25 (1) of policy included as Attachment 3.

### **8. Waverley Heritage Society – Waverley**

Incorporated in 1979, The Waverley Heritage Society is a registered non-profit organization that have secured ownership of the former private collection of historian Annie Blois Smith and secured a aa year lease with the Waverley Community Association, owners of the former St. John the Baptist Anglican Church (c.1861) in which the museum is located. The Society's mandate is to "preserve and maintain the heritage of Waverley area and to preserve artifacts, papers, records, properties and other items of historical and cultural significance in the area generally designated as Waverley". The collection of artefacts and archival materials is used to interpret local history, including early Mi'kmaq settlements and the discovery of gold in the area which led to an extensive mining industry that was a catalyst for expanded social and economic development.

The museum is open five (5) days a week from June to August with off season visitations upon request. Admission is free of charge. Operations are sustained by a less than market lease with the Waverley Community Association. The Society will also benefit indirectly from the owner's acceptance in HRM's Tax Relief for Non-Profit Organizations Program. The museum is managed by volunteers with assistance from seasonal employment grants, donations, and project-specific grants. The Society has requested a 3-year Operating Grant in the amount of \$6,000 per annum to support core operational costs, protection of their collection, and community outreach. The application was supported by detailed financial statements.

Funding in the amount of \$6,000 is recommended to recognize the Society's reliance on volunteers, public access/affordability, and the significant in-kind support provided by the Waverley Community Association. The incremental impact of municipal funding could reduce their dependence on annual one-time grant

opportunities, thus providing the ability to redirect funds and volunteer time towards sustaining and expanding their mandate, exhibit programming, and community outreach.

*An Operating Grant in the amount of \$6,000 is recommended to support operation of the Waverley Heritage Museum for fiscal 2024/25.*

Note: A term of one (1) year is recommended to align the term of the Waverly Community Society's Operating Grant with that of community museums previously accepted into the program. An extension of multi-year funding will be considered for all museums accepted into the Community Museumms Grants Program in fiscal 2025.

**FINANCIAL IMPLICATIONS**

Community Museums Grant Program Budget M310-8004	\$220,000
Less Approved Operating Grants (13)	(\$134,000)
Less Recommended New Operating Grant (1)	(\$6,000)
Less Recommended Project Grants - Regular (4)	(\$17,937)
Less Recommended Project Grants – Capital (3)	<u>(\$60,000)</u>
<b>Balance</b>	<b><u>\$2,063</u></b>

**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, 2024.

**ENVIRONMENTAL IMPLICATIONS**

No environmental implications identified.

**ALTERNATIVES**

The Grants Committee could make a different recommendation to Regional Council with respect to a particular grant application, recommend that Regional Council amend the value of a particular grant, 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 2024/25
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](http://Halifax.ca) or by contacting the Office of the Municipal Clerk at 902.490.4210.

Report Prepared by: Peter Greechan, Community Developer, Grants, Finance & Asset Management, 902-497-0479  
Peta Jane Temple, Team Lead Grants Tax & Special Project, Finance & Asset Management, 902-490-5469

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Amendments to Administrative Order 2018-010-ADM

**BE IT RESOLVED AS AN ADMINISTRATIVE ORDER** of the Council of the Halifax Regional Municipality under the authority of the *Halifax Regional Municipality Charter* that Administrative Order 2018-010-ADM, the *Community Museums Grants Program Administrative Order*, is amended as follows:

- 1. Clause 25(d) is amended by striking out the comma and words “,including completion of the Museum Evaluation Program or formal application to or acceptance into the program as applicable” at the end of the clause following “practice”.

Done and passed in Council this     day of     , A.D. 2024.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Municipal Clerk



## HRM Assistance to Community Museums Fiscal Year 2024

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 and are based on the organization’s core annual operating expenses as defined by the program [Administrative Order 2018-010-ADM Respecting Grants to Community Museums](#).

Pre-Approved (2022 to 2024)	HRM	CMAP	NS
<b>Tier I</b>			
Africville Heritage Trust	\$9,885	\$0	Decision pending
Army Museum Halifax Citadel	\$14,279	\$36,994	
Atlantic Canada Aviation Museum Society	\$9,885	\$15,338	
Cole Harbour Rural Heritage Society	\$17,574	\$50,012	
Fultz Corner Restoration Society	\$9,885	\$3,850	
Hooked Rug Museum of North America Society	\$8,787	\$0	
Lake Charlotte Area Heritage Society	\$23,066	\$21,000	
Musquodoboit Harbour Heritage Society	\$8,787	\$14,748	
Nova Scotia Sport Hall of Fame	\$7,689	\$0	\$55,000 <sup>1</sup>
S.S Atlantic Heritage Park Society	\$8,787	\$0	
<b>Tier II</b>			
Fort Sackville Foundation	\$6,590	\$0	
L’Acadie de Chezzetcook Association	\$5,492	\$0	
<b>Tier III</b>			
Sheet Harbour and Area Heritage Society	\$3,295	\$0	
<b>Total</b>	<b>\$134,000</b>	<b>\$128,942<sup>2</sup></b>	<b>\$55,000</b>

### Recommended (New Applicant 2024)

<b>Tier II</b>			
Waverley Heritage Society	\$6,000	\$0	
<b>Total</b>	<b>\$194,000</b>	<b>\$128,942</b>	

Total value of pre-approved Operating Grants and proposed addition of Waverley Heritage Society: \$140,000 for fiscal year 2024/25

#### 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 provincial Community Museums Assistance Program in addition to \$100,000 from HRM.

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.

- **Property Tax Relief: Tax Relief for Non-Profit Organizations Program (2023)**

In 2022 nine organizations currently included in the Community Museums Grant Program were assessed as taxable<sup>1</sup>. Discretionary tax relief was awarded to a combined total of sixteen (16) properties.

	<b>Tax Grant</b>	<b>Taxes Paid</b>
Atlantic Canada Aviation Museum	\$41,507	\$0
Cole Harbour Rural Heritage Society (2)	\$6,808	\$75 (fire protection)
Fort Sackville Foundation (2)	\$23,735	\$0
Fultz Corner Restoration Society (5)	\$20,398	\$805 (BID) \$220 (fire protection)
Hooked Rug Museum of North America	\$9,452	\$1,494
L'Acadie de Chezzetcook Association (2)	\$3,864	\$0
Lake Charlotte Area Heritage Society	\$11,877	\$0
Musquodoboit Harbour Heritage Society	\$1,310	\$135 (HRM Tenancy)
S.S Atlantic Heritage Park Society	\$3,685	\$0
Sheet Harbour Area Historical Society	\$864	\$1,882
<b>Total</b>	<b>\$92,091<sup>1</sup></b>	<b>\$3,376</b>

Notes:

- 1 The individual and combined value of tax relief was calculated using the 2023 Assessment Values and Municipal Tax Rate. Values are rounded and exclude any subsequent adjustment in assessed value by Property Valuation Services Corporation.

If the addition of the Waverley Heritage Society is approved, the value of municipal tax relief will be recognized in future reports based on proportional tenancy.

As of the date of this report a copy of the Nova Scotia Sports Hall of Fame lease agreement had not been received. The value of any municipal tax relief granted in relation to occupancy of an HRM-owned property will be recognized in future reports based on proportional tenancy.

- 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.

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

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<sup>1</sup> In 2024 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.

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
<b>Total</b>	<b>\$33,886</b>	<b>\$35,150</b>	<b>\$69,036</b>

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.4<sup>2</sup>. 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.4-5<sup>3</sup>. 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. As of the date of this report a copy of the Nova Scotia Sports Hall of Fame lease agreement had not been received. If the lease is at less than market value, the opportunity cost to HRM will be recognized in future reports.

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<sup>2</sup> See: <https://www.halifax.ca/sites/default/files/documents/city-hall/regional-council/171212rc1431.pdf> .

<sup>3</sup> See: [www.halifax.ca/sites/default/files/documents/city-hall/regional-council/191126rc1543.pdf](http://www.halifax.ca/sites/default/files/documents/city-hall/regional-council/191126rc1543.pdf).

**ADMINISTRATIVE ORDER NUMBER 2018-010-ADM  
RESPECTING GRANTS TO COMMUNITY MUSEUMS  
SHOWING PROPOSED AMENDMENTS**

**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 *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 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.

### **Grants Available**

4. There is hereby established a grant program to provide operational support to eligible community museums.
5. Repealed.
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 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 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 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.
9. Operating Grants may provide up to a three (3) year funding commitment, 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; and

- (b) maintain separate financial records covering museum operations, as distinct from any other activities of the applicant.
  - (c) Repealed
14. Repealed.
  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: Community Museums Grant Program  
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 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.
  - (h) Repealed

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) Repealed.

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 1<sup>st</sup> 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 Chief Administrative Officer may provide a report and recommendations to Regional Council to consider repeal, continuation, or amendment.

**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 5<sup>th</sup> day of June, A.D. 2018.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Municipal Clerk

I, Kevin Arjoon, 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 5<sup>th</sup>, 2018.

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Kevin Arjoon, Municipal Clerk

Notice of Motion: May 22, 2018

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Approval: June 5, 2018

**Amendment #1**

Notice of Motion: July 21, 2020

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Approval: August 18, 2020

**Amendment #2**

Notice of Motion: December 15, 2020

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Approval: January 12, 2021

**Amendment #3**

Notice of Motion: April 5, 2022

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Approval: April 12, 2022

**Amendment #4**

Notice of Motion: June 6, 2023

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Approval: June 20, 2023

**Amendment #5**

Notice of Motion:

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Approval: