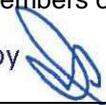


# HALIFAX

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

**Item No. 14.1.7**  
**Halifax Regional Council**  
**November 8, 2016**

TO: Mayor Savage and Members of Halifax Regional Council

SUBMITTED BY: Original Signed by   
\_\_\_\_\_  
Jacques Dubé, Chief Administrative Officer

Original Signed by   
\_\_\_\_\_  
Jane Fraser, Acting Deputy Chief Administrative Officer

DATE: October 17, 2016

SUBJECT: Amendments to Administrative Order 2014-007-ADM- Peer Jury Review

## **ORIGIN**

July 26, 2016 Regional Council Motion:

**MOVED** by Councillor Mason, seconded by Councillor Nicoll that Halifax Regional Council:

1. Approve the approach to the establishment of peer jury review processes for the Interim Grants to Professional Arts Organization Program as outlined in the Discussion section;
2. Direct staff to prepare amendments to Administrative Order 2014-007-ADM Respecting Grants to Professional Arts Organizations to establish the peer jury review processes and return to Council with the proposed amendments for Council's consideration prior to October 31, 2016; and
3. Defer consideration of the recommendation 5.7., "Notification of grant recommendations is communicated directly to the Corporate (sic) Administrative Officer (CAO) for final approval" to be considered concurrently with the Committee's final reporting requirement as required in Administrative Order 2014-019-GOV respecting the ArtsHalifax Advisory Committee, Section 24, anticipated to be delivered to staff in advance of the 2018-2019 budget planning process.

**MOTION PUT AND PASSED**

## **LEGISLATIVE AUTHORITY**

*HRM Charter, Section 79 (1) (av)(v)* The Council may expend money required by the Municipality for...(av) a grant or contribution to...(v) any charitable, nursing, medical, athletic, educational, environmental, cultural, community, fraternal, recreational, religious, sporting or social organization within the Province.

*Administrative Order 2014-019-GOV, Section 22:* A report making recommendations on the peer jury assessment process for the Interim Professional Arts Grant Program shall be submitted to staff by December 31, 2015.

**RECOMMENDATIONS ON PAGE 2**

## **RECOMMENDATION**

It is recommended Halifax Regional Council:

1. Adopt the amendments to Administrative Order 2014-007-ADM, the Administrative Order on Grants to Professional Arts Organizations, as set out in Attachment B, to establish the peer jury review processes for the Interim Grants to Professional Arts Organization Program; and
2. Direct staff to implement these changes to the Interim Grants to Professional Arts Organizations Program for incorporation within the 2017-2018 application and review process.

## **BACKGROUND**

At the May 12, 2015 meeting, Regional Council approved the terms of reference for the ArtsHalifax Advisory Committee. The first mandated task of the Committee was to develop and deliver a series of recommendations to staff on the implementation of a peer review process for grants to professional arts organizations prior to December 31, 2015. The Committee submitted their recommendations in advance of that deadline, and staff responded in a report delivered to the Community Planning and Economic Development Standing Committee on June 16, 2016. Subsequently, on July 26, 2016, Regional Council approved the inclusion of a peer jury process and directed staff to complete the corresponding amendments to the Administrative Order governing the Interim Professional Arts Grant Program for approval.

## **DISCUSSION**

The proposed amendments to Administrative Order 2014-007-ADM are enumerated in the body of this report. The amendments address the changes required to implement the peer jury review process that have been directed by Regional Council. The amendments are described below by the relevant Section, and in order of their appearance, within the Administrative Order document. These amendments will allow staff to begin the Initial Implementation phase as proposed by ArtsHalifax in the spring of 2017-18.

<b>Interpretation</b>	
<b>Section</b>	<b>Proposed Amendment</b>
<b>2. (ba)</b>	“ArtsHalifax” means the committee established by Council under Administrative Order 2014-019-GOV, the ArtsHalifax Advisory Committee Administrative Order, to advise staff on the development of administrative processes in support of professional arts and culture in Halifax, or its successor committee.
<b>2. (ea)</b>	“Peer” means an individual who self-identifies as a professional artist, arts administrator, cultural worker, or individual actively involved in related communities of interest, and may include an individual who self-identifies as an emerging artist and demonstrates a commitment to pursuing a professional arts career through training, practice or mentorship.

### Note on Peer Jury Amendment

**2. (ba).** A definition of ArtHalifax (with reference to successor committees) has been added to the Administrative Order to provide detail to the structure of the reporting relationship between the professional art grant program and ArtsHalifax.

**2. (ea).** This item adds the definition of ‘peer’ as defined in Attachment 1 of the ArtsHalifax Advisory Committee Recommendations and the staff report approved by Council on July 26, 2016. Only individuals meeting this definition will be eligible to serve as jurors. Peer Jury members will be screened for conflicts of interest by staff and recommended for selection to the Chief Administrative Officer.

<b>Jury Selection Process</b>	
<b>Section</b>	<b>Proposed Amendment</b>
<b>13A.</b>	Each year following the close of the intake period for applications, the CAO shall establish a peer jury to review applications for each of the funding streams.
<b>13B.</b>	The CAO shall develop operating procedures to support the creation and work of peer juries, and the procedures may be amended by the CAO.
<b>13C.</b>	Every two years, the CAO shall issue an open call for interested individuals to be included in a roster of jurors from which a peer jury may be chosen.
<b>13D.</b>	The roster of jurors shall be comprised of all those individuals who respond to the call and who: <ul style="list-style-type: none"> <li>(a) meet the definition of “peer” as set out in this Administrative Order; and</li> <li>(b) reside in the Halifax Regional Municipality.</li> </ul>
<b>13E.</b>	Following the close of the intake period for applications annually, Parks & Recreation staff shall recommend to the CAO a list of 3-5 candidates each from the roster of jurors to be the peer juries for the Operating Grants and Project Grants for that intake period.
<b>13F.</b>	When establishing a peer jury, consideration shall be given to the following: <ul style="list-style-type: none"> <li>(a) achieving a balance of: <ul style="list-style-type: none"> <li>(i) artistic discipline or area of professional expertise;</li> <li>(ii) regional perspective;</li> <li>(iii) age; and</li> <li>(iv) cultural and gender diversity; and</li> </ul> </li> <li>(b) potential conflicts of interest.</li> </ul>
<b>13G.</b>	An individual who has served on a peer jury may be selected to serve on a subsequent peer jury, but not in the same funding stream in consecutive years.

Note on Peer Jury Amendments

**13A.** The July 26, 2016 ArtsHalifax recommendations approved by Council describe the processes that are to be used to identify and recommend peer jurors for approval. The selection of peer juries for each of the two streams of the professional art grant program will be determined by the CAO or their delegate.

**13B.** At the direction of the CAO, Parks and Recreation staff will develop clear operating procedures for the administration of peer jury review.

**13C.** The implementation of peer jury review includes the development and release of an open call for jurors who will be required to provide relevant, identifying information about their role in the professional arts community as a component of their application.

**13D.** A standing roster of peer juries will be developed through the open call. Additions to the roster will be determined by Parks and Recreation staff on the basis of the applicant’s standing as a resident of HRM and as a ‘peer’ in accordance with the definition set out in 2.(ea).

**13E.** From the standing roster, staff will identify and recommend 3-5 candidates for each grant stream, such that separate juries will assess each program. These candidates will be submitted to the CAO, or their delegate, annually for approval.

**13F.** The recommendations of staff on the make-up of the peer jury will be based upon achieving a balance of perspectives, including professional expertise, age, gender, geographic and cultural diversity. Applicants will also be screened for potential conflicts of interests prior to the recommendations being forwarded for confirmation by CAO or their delegate.

**13G.** Peer juries for each program will exist only for the period of review, and their mandate will expire immediately following the conclusion of the process. Jurors are not permitted to serve on selection panels for the same program in consecutive years.

<b>Application Review Process</b>	
<b>Section</b>	<b>Proposed Amendment</b>
<b>16.</b>	The peer juries will review the applications and make recommendations to Parks & Recreation staff. Parks & Recreation staff will prepare a report for consideration by the HRM Grants Committee for recommendation to Council.
<b>21A.</b>	Parks & Recreation staff will report annually to ArtsHalifax on the peer jury process and the grants approved by Council.

Note on Peer Jury Amendments

**16.** Recommendations on funding awards will be made to staff by the peer jury for each program stream. Staff will then deliver those recommendations to the Grants Committee for direction to Regional Council. The decisions of Regional Council represent the final decision relative to the assessment process of the Grants to Professional Arts Organizations program.

**21A.** The proposed amendment reflects the July 26, 2016 ArtsHalifax recommendation mandating the submission of an annual report to ArtsHalifax. This report will describe the composition of the peer jury, juror feedback, and include an overall assessment of the process. The report will also serve to inform ArtsHalifax on the outcomes of the peer review process and any challenges experienced therein.

**Administrative Amendments**

In addition to the amendments to implement Regional Council's direction related to the addition of a peer jury process, there are other administrative amendments proposed as 'housekeeping' amendments to address issues of clarity and program functionality that have been identified over the last three grant cycles. Similar to above, the proposed administrative amendments are described below by the relevant Section, and in order of their appearance, within the Administrative Order document.

<b>Grants Available</b>	
<b>Section</b>	<b>Proposed Amendment</b>
<b>4. (a) (iv)</b>	The Municipality will contribute no more than 60% of revenues required to cover annual administrative and core program costs. Council may consider variations on these criteria in extenuating circumstances.
<b>5.</b>	Professional Arts Organizations may make application to, and receive funding from, both programs in the same fiscal year.
<b>5A.</b>	Notwithstanding section 5, a Professional Arts Organization awarded twenty-five thousand dollars (\$25,000.00) or more under the Operating Grant Program shall not be eligible for funding from the Project Grant Program

Note on Administrative Amendments

**4. (a) (iv), 5 and 5A.** These items address questions of clarity brought up by members of the HRM Grants Committee and applicant Organizations over the last three granting cycles.

**4. (a) (iv).** Defines the extent to which an Organization may be funded.

**5.** Clarifies that Organizations who are eligible for both Operating and Project support may receive funding from both programs, unless the Organization is receiving \$25,000 or more in Operating support.

**5A.** Ensures that Organizations receiving \$25,000 or more in Operating support do not also receive Project funding. This is intended to ensure equitable, balanced opportunities for all Professional Arts Organizations in the context of limited funds.

<b>Application Requirements</b>	
<b>Section</b>	<b>Proposed Amendment</b>
6.	There is one intake period per fiscal year. The intake period and application deadline will be established by staff and advertised on the HRM website.
7.	<p>All applications must be received by email, mail, or in person. Faxed applications will not be accepted. Applications may be submitted:</p> <p>(a) in person to: HRM Culture &amp; Events Re: Grants to Professional Arts Organizations 88 Alderney Drive Dartmouth Ferry Terminal Building, 3<sup>rd</sup> floor</p> <p>(b) by mail to: HRM Culture and Events Re: Grants to Professional Arts Organizations P.O. Box 1749 Halifax, NS B3J 3A5</p> <p>(c) by email to: <a href="mailto:artgrants@halifax.ca">artgrants@halifax.ca</a></p>

Note on Administrative Amendment

6. In keeping with the language in the Administrative Orders respecting Marketing Levy Special Event Reserve Grants and Regional Special Event Grants, the intake period and application deadline will not be prescribed in the Administrative Order, however, will maintain similar timelines for the Grants Committee and Regional Council review processes. The periods will be established by staff and advertised on the HRM website in order to accommodate the extra administrative time required for the identification of jurors, preparation of review packages, coordination of review meetings and associated other tasks related to the integration of the peer jury process, while maintaining similar timelines for the Grants Committee and Regional Council review processes.

7. This change amends the acceptable method of application to include email submission. This is intended to facilitate both the intake process and the dissemination of applications to jurors for evaluation, and mirrors the process used for the Civic Events Grant Program.

<b>Conditions of Approval &amp; Payment of Grants</b>	
<b>Section</b>	<b>Proposed Amendment</b>
25.	Grant monies for applications approved in the Operating Grant Program will be dispersed upon approval of the application.

Note on Administrative Amendment

25. This amendment would allow the release of the total amount of operating funds to organizations upon approval by Regional Council. While Project funds are attached to specific, measurable deliverables that must be met in order to receive the complete amount of funding, the nature of Operating funds are to support general and on-going capacity of organizations. As a result, it is to the benefit of both HRM and the organizations to release the full amount of Operating funds upon Regional Council approval.

**FINANCIAL IMPLICATIONS**

There are no financial implications related to the recommendations outlined in this report. It is expected that the additional duties required by the implementation of a peer jury process can be accommodated

within the existing staff complement and operating budget. Should the additional duties result in a requirement for additional resources or funding, those would be considered through the annual budget and business planning process.

### **RISK CONSIDERATION**

There are no significant risks associated with the recommendation in this report. The risks considered rate Low. To reach this conclusion, consideration was given to operational, financial and reputational risks.

### **COMMUNITY ENGAGEMENT**

The ArtsHalifax Advisory Committee is a volunteer based advisory committee with representation from across the arts sector of HRM. In the course of making their recommendations the committee undertook stakeholder consultation with funders at other levels of government.

### **ENVIRONMENTAL IMPLICATIONS**

None.

### **ALTERNATIVE**

Alternatively Halifax Regional Council may choose to alter any of the recommended amendments to Administrative Order 2014-007-ADM Respecting Grants to Professional Arts Organizations.

### **ATTACHMENTS**

- Attachment A: Showing Proposed Changes to Administrative Order 2014-007-ADM
- Attachment B: Showing Amendments to Administrative Order 2014-007-ADM
- Attachment C: Incorporating Proposed Changes to Administrative Order 2014-007-ADM

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

Report Prepared by: Jamie MacLellan, Community Developer, Culture & Events, 902.490.1039

Report Approved by: \_\_\_\_\_  
Denise Schofield, Manager, Program Support Services, 902.490.6252

Report Approved by: \_\_\_\_\_  
Brad Anguish, Director, Parks & Recreation, 902.490.4933

Report Approved by: \_\_\_\_\_  
John Traves, Q.C., Director, Legal, Insurance & Risk Management Services  
902-490-4226

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**ATTACHMENT A  
(Showing Proposed Changes)**

**ADMINISTRATIVE ORDER NUMBER 2014-007-ADM  
Respecting Grants to Professional Arts Organizations**

**WHEREAS** the Council of the Halifax Regional Municipality values the contributions of the cultural community to the Halifax Regional Municipality;

**AND WHEREAS** the Council of the Halifax Regional Municipality wishes to support cultural organizations within the Halifax Regional Municipality through operating and project grants;

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

**Short Title**

1. This Administrative Order may be known as the *Administrative Order on Grants to Professional Arts Organizations*.

**Interpretation**

2. In this Administrative Order,

(a) "Anchor Organization" means a professional arts organization that has an annual budget of a minimum of \$3 million, is registered as a non-profit, has operated continuously for a minimum of three years, and demonstrates strong public impact in terms of number of events, attendance and employment figures;

(b) "Applicant" means a Professional Arts Organization applying for funding under this AO;

(ba) "ArtsHalifax" means the committee established by Council under Administrative Order 2014-019-GOV, the ArtsHalifax Advisory Committee Administrative Order, to advise staff on the development of administrative processes in support of professional arts and culture in Halifax, or its successor committee;

(bb) "CAO" means the Chief Administrative Officer of the Municipality, or delegate;

(c) "Council" means the Council of the Halifax Regional Municipality;

(d) "Municipality" means the Halifax Regional Municipality;

(e) "Non-profit Organization" means a professional arts organization that is registered as a non-profit, and has operated continuously for a minimum of three years with strong administrative management and a track record of success and artistic merit;

(ea) "Peer" means an individual who self-identifies as a professional artist, arts administrator, cultural worker, or individual actively involved in related communities of interest, and may include an individual who self-identifies as an emerging artist and demonstrates a commitment to pursuing a professional arts career through training, practice or mentorship;

(f) "Presenting Organization" means a Professional Arts Organization that presents professional or established artists to the public by way of performances, exhibits, demonstrations or lectures;

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(g) "Producer" means a Professional Arts Organization that produces and presents the arts to generally accepted artistic standards; and

(h) "Professional Arts Organization" means a registered, non-profit professional arts and culture organization that supports, presents, or produces work by professional or established artists, and employs qualified paid staff to administer on-going arts and culture programs and services.

### **Purpose**

3. The purpose of this Administrative Order is to provide for grants from the Municipality to professional arts organizations in the Halifax Regional Municipality **in the 2014/15 fiscal year** to support those organizations, and thereby to support and promote the work of local artists and to foster broad public access to, and appreciation of, the arts.

### **Grants Available**

4. There are hereby established two funding streams:

(a) Operating Grant Program for Professional Arts Organizations: Supports the general and on-going operational capacity of professional arts organizations in the Halifax Regional Municipality

(i) Available to Professional Arts Organizations that have operated continuously for a minimum of three years with strong administrative management and a track record of success and artistic merit.

(ii) Anchor organizations may receive a maximum of \$50,000.00 per fiscal year.

(iii) Non-profit organizations may receive a maximum of \$25,000.00 per fiscal year or 10% of the applicant's budget, whichever is less.

(iv) The Municipality will contribute **no less than 5% and** no more than 60% of revenues required to cover annual administrative and core program costs. Council may consider variations on these criteria in extenuating circumstances.

(v) Combined municipal, provincial and federal funding will not exceed 90% of total revenues for annual administrative and core program costs.

(b) Project Grant Program for Professional Arts Organizations: Supports public access to professional arts activities on a project-specific basis.

(i) Available to Professional Arts Organizations that have operated continuously for a minimum of three years with strong administrative management and a track record of success and artistic merit.

(ii) Professional Arts Organizations may receive a maximum of \$10,000 per year for a specific arts project.

5. Professional Arts Organizations may make application to **and receive funding from,** both programs in the same fiscal year.

**5A. Notwithstanding section 5, a Professional Arts Organization awarded twenty-five thousand dollars (\$25,000.00) or more under the Operating Grant Program shall not be eligible for funding from the Project Grant Program.**

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### **Application Requirements**

6. There is one intake period per fiscal year. The intake period and application deadline will be established by staff and advertised on the HRM website. Applications will be accepted beginning February 1<sup>st</sup> and must be received in person or postmarked on or before March 31<sup>st</sup> for the following fiscal year.

7. All applications must be received by email, mail or in person. E-mailed or faxed applications will not be accepted. Applications may be submitted:

(a) in person to:  
HRM Public Art Facilitator  
2<sup>nd</sup> floor, Alderney Landing  
HRM Culture & Events  
Re: Grants to Professional Arts Organizations  
88 Alderney Drive  
Dartmouth Ferry Terminal Building, 3<sup>rd</sup> floor

(b) by mail to:  
HRM Public Art Facilitator-Culture and Events  
Re: Grants to Professional Arts Organizations  
P.O. Box 1749  
Halifax, NS  
B3J 3A5

(c) by email to: [artgrants@halifax.ca](mailto:artgrants@halifax.ca)

8. Late or incomplete applications will not be reviewed or considered.

9. All applications shall include:

- (a) a description of the applicant, including history of the programming and role in the community;
- (b) details on any other funding received from the Municipality within the current and two previous fiscal years, including tax relief; and
- (c) a statement of other funding sources sought by the applicant, including current status of applications.

10. Applications for the Operating Grant Program shall include:

- (a) the applicant's detailed budget outlining projected revenues, operating and capital costs; and
- (b) detailed financial statements for the previous 3 years of operation;

11. Applications for the Project Grant Program shall include:

- (a) a detailed project description; and
- (b) a detailed project budget.

### **Eligibility**

12. To be eligible for funding, an applicant shall be a registered not-for-profit society or not-for-profit cooperative in good standing with the Provincial Registrar of Joint Stock Companies or federally

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registered under the Corporations Act as a not-for-profit society or cooperative based and operating in Nova Scotia and meet the following criteria:

- (a) has been operating for at least three years prior to the date of application;
- (b) does not receive operating assistance, excepting tax relief, from any other municipal government, or department of the Municipality;
- (c) maintains an active membership or shows a form of community support that includes residents of the Halifax Regional Municipality and persons other than those who serve on the board of directors;
- (d) operates programs year round, except for presenting organizations which may have seasonal programs;
- (e) has no outstanding reports due to the Municipality; and
- (f) secures additional sources of revenue such as corporate contributions, donations, sales, and membership fees and must pursue other sources of public or private funding.

### **Application Evaluations**

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

- (a) For Operating Grants:
  - (i) Program planning and evaluation;
  - (ii) Community relationships;
  - (iii) Board Governance; and
  - (iv) Financial Stewardship as demonstrated through financial statements and projected budgets.
- (b) For Project Grants:
  - (i) Project planning and Expertise of project participants;
  - (ii) Project merit;
  - (iii) Public access and engagement through the project; and
  - (iv) Financial stewardship as demonstrated through financial statements and proposed project budget.

### **Peer Jury Selection Process**

13A. Each year following the close of the intake period for applications, the CAO shall establish a peer jury to review applications for each of the funding streams.

13B. The CAO shall develop operating procedures to support the creation and work of peer juries, and the procedures may be amended by the CAO.

13C. Every two years, the CAO shall issue an open call for interested individuals to be included in a roster of jurors from which a peer jury may be chosen.

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13D. The roster of jurors shall be comprised of all those individuals who respond to the call and who:

- (a) meet the definition of "peer" as set out in this Administrative Order; and
- (b) reside in the Halifax Regional Municipality.

13E. Following the close of the intake period for applications annually, Parks & Recreation staff shall recommend to the CAO a list of 3-5 candidates each from the roster of jurors to be the peer juries for the Operating Grants and Project Grants for that intake period.

13F. When establishing a peer jury, consideration shall be given to the following:

- (a) achieving a balance of:
  - (i) artistic discipline or area of professional expertise;
  - (ii) regional perspective;
  - (iii) age; and
  - (iv) cultural and gender diversity; and
- (b) potential conflicts of interest.

13G. An individual who has served on a peer jury may be selected to serve on a subsequent peer jury, but not in the same funding stream in consecutive years.

#### **Application Review Process**

14. Applications will be administered by ~~Community & Recreation Services~~ Parks & Recreation.

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

16. ~~Community & Recreation Services' staff, with the assistance of the Municipality's Grants staff,~~ The peer juries will review the applications and make recommendations to Parks & Recreation staff. Parks & Recreation staff will prepare a report for consideration by the HRM Grants Committee for recommendation to Council.

17. Final approval of all applications for a grant, and the amount thereof, is a decision of Council in its sole discretion.

18. Notification of the decision of Council will be mailed to applicants after it is made.

19. Approval of grants is conditional on Council's approval of the annual program budget.

20. Applicants must re-apply for funding annually.

21. Due to limited funds, not all eligible applications may receive funding.

21A. Parks & Recreation staff will report annually to ArtsHalifax on the peer jury process and the grants approved by Council.

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### **Conditions of Approval & Payment of Grants**

22. Successful applicants are required to complete a final report form describing the impact of the funding received from the Municipality. Final report forms will be sent with the confirmation of the award and will be available from **Community & Recreation Services' Parks & Recreation** staff. The criteria for reporting includes:

- (a) name of organization, amount of grant, terms and conditions (as described in the letter notifying you of approval by Council which is sent with payment);
- (b) total project costs;
- (c) a breakdown of the expenditure of the grant funds (the Municipality reserves the right to require proof of payments made);
- (d) a final description of the project, including information on the completeness of the project; and
- (e) copies of printed materials funded through the grant (poster, brochure, booklet, CD, catalogue or photograph of project, newspaper article, magazine article), as well as documentation of events and/or projects directly or indirectly supported by the Municipality through this grant process.

23. For the Operating Grant Program, final reports must be received with the applicant's submission for funding for the following year or within ninety (90) days of the Municipality's fiscal year end, and for the Project Grant Program, final reports must be received within ninety (90) days of the project's completion.

24. Grant monies for applications approved in the Project Grant Program will be dispersed eighty per cent (80%) upon approval of the application, and twenty per cent (20%) upon completion of the project and submission of the final report.

25. Grant monies for applications approved in the Operating Grant Program will be dispersed **fifty per cent (50%) in full** upon approval of the application, **and fifty per cent (50%) six months after the date of the approval of the application.**

26. Should the operations of the applicant cease or be diminished, or should a project, in part or in whole, not be completed as described in the application, applicants must notify **Community & Recreation Services' Parks & Recreation** staff. In some cases, an extension may be permitted and the funds carried forward to the next fiscal year. If an extension is requested, a written request to **Community & Recreation Services' Parks & Recreation** staff is required and a written response will be provided.

27. The Municipality's support must be recognized as outlined in the "Requirements for Acknowledging Funding" which will accompany the Terms and Conditions letter.

### **Scope**

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

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**Effective Date**

29. This Administrative Order shall come into effect on the date it is adopted by Council. Notwithstanding section 6, for the fiscal year 2014-15, applications will be accepted beginning September 1st and must be received in person or postmarked on or before October 31st

Done and passed in Council this 5<sup>th</sup> day of August, 2014.

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Mayor

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Municipal Clerk

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**ATTACHMENT B  
(Amending Administrative Order)**

**ADMINISTRATIVE ORDER NUMBER 2014-007-ADM  
Respecting Grants to Professional Arts Organizations**

**Be it resolved** as an Administrative Order of the Council of the Halifax Regional Municipality that Administrative Order Number 2014-007-ADM, *Respecting Grants to Professional Arts Organizations*, is amended as follows:

1. Clauses (ba) and (bb) of section 2 are added after clause (b) and before clause (c) as follows:

(ba) "ArtsHalifax" means the committee established by Council under Administrative Order 2014-019-GOV, the ArtsHalifax Advisory Committee Administrative Order, to advise staff on the development of administrative processes in support of professional arts and culture in Halifax, or its successor committee;

(bb) "CAO" means the Chief Administrative Officer of the Municipality, or delegate;

2. Clause (ea) of section 2 is added after clause (e) and before clause (f) as follows:

(ea) "Peer" means an individual who self-identifies as a professional artist, arts administrator, cultural worker, or individual actively involved in related communities of interest, and may include an individual who self-identifies as an emerging artist and demonstrates a commitment to pursuing a professional arts career through training, practice or mentorship;

3. Section 3 is amended by striking out the words and numbers "in the 2014/15 fiscal year" after the word "Municipality" and before the words "to support".

4. Subclause (a)(iv) of section 4 is amended by striking out the words and numbers "no less than 5% and" after the word "contribute" and before the words "no more than".

5. Section 5 is amended by adding the commas and words ", and receive funding from," after the words "application to" and before the words "both programs".

6. Section 5A is added after section 5 and before section 6 as follows:

Notwithstanding section 5, a Professional Arts Organization awarded twenty-five thousand dollars (\$25,000.00) or more under the Operating Grant Program shall not be eligible for funding from the Project Grant Program.

7. Section 6 is amended by:

(a) adding the words "per fiscal year" at the end of the first sentence, following the word "period" and before the period;

(b) striking out the sentence "Applications will be accepted beginning February 1st and must be received in person or postmarked on or before March 31st for the following fiscal year." following the period at the end of the first sentence; and

(c) adding the sentence "The intake period and application deadline will be established by staff and advertised on the HRM website." following the period at the end of the first sentence.

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8. Section 7 is amended by:
    - (a) adding the word “email” and a comma after the words “received by” and before the word “mail”;
    - (b) striking out the words “E-mailed or faxed” after the first sentence and before the word “applications”; and
    - (c) adding the word “Faxed” after the first sentence and before the word “applications”.
  9. Clause (a) of section 7 is amended by:
    - (a) striking out the words and numbers “HRM Public Art Facilitator 2<sup>nd</sup> floor, Alderney Landing” after the words “in person to” and colon; and
    - (b) after the words “in person to” and colon, adding the words and numbers:

HRM Culture & Events  
Re: Grants to Professional Arts Organizations  
88 Alderney Drive  
Dartmouth Ferry Terminal Building, 3<sup>rd</sup> floor
  10. Clause (b) of section 7 is amended by:
    - (a) Striking out the words “Public Art Facilitator” following the letters HRM and before the letters “P.O.”; and
    - (b) After the letters “HRM” and before the letters “P.O.” adding the words:

Culture and Events  
Re: Grants to Professional Arts Organizations
  11. Clause (c) of section 7 is added after clause (b) and before section 8 as follows:
    - (c) by email to: [artgrants@halifax.ca](mailto:artgrants@halifax.ca)
  12. Subclause (a)(iv) of section 13 is amended by striking out the uppercase letter “S” at the beginning of the word “Stewardship” and adding the lowercase letter “s” at the beginning of the word “stewardship”.
  13. Subclause (b)(i) of section 13 is amended by adding the words “Project planning and” before the word “expertise”, striking out the uppercase letter “E” at the beginning of the word “Expertise” and adding the lowercase letter “e” at the beginning of the word “expertise”.
  14. Sections 13A, 13B, 13C, 13D, 13E, 13F and 13G and the heading “Peer Jury Selection Process” are added after section 13 and before section 14 as follows:
    - 13A. Each year following the close of the intake period for applications, the CAO shall establish a peer jury to review applications for each of the funding streams.
-

13B. The CAO shall develop operating procedures to support the creation and work of peer juries, and the procedures may be amended by the CAO.

13C. Every two years, the CAO shall issue an open call for interested individuals to be included in a roster of jurors from which a peer jury may be chosen.

13D. The roster of jurors shall be comprised of all those individuals who respond to the call and who:

- (a) meet the definition of “peer” as set out in this Administrative Order; and
- (b) reside in the Halifax Regional Municipality.

13E. Following the close of the intake period for applications annually, Parks & Recreation staff shall recommend to the CAO a list of 3-5 candidates each from the roster of jurors to be the peer juries for the Operating Grants and Project Grants for that intake period.

13F. When establishing a peer jury, consideration shall be given to the following:

- (a) achieving a balance of:
  - (i) artistic discipline or area of professional expertise;
  - (ii) regional perspective;
  - (iii) age; and
  - (iv) cultural and gender diversity; and
- (b) potential conflicts of interest.

13G. An individual who has served on a peer jury may be selected to serve on a subsequent peer jury, but not in the same funding stream in consecutive years.

15. Section 14 is amended by:

- (a) striking out the words and symbol “Community & Recreation Services” after the words “administered by” and before the period at the end of the sentence; and
- (b) adding the words and symbol “Parks & Recreation” after the words “administered by” and before the period at the end of the sentence.

16. Section 16 is amended by:

- (a) striking out the words and punctuation “Community & Recreation Services’ staff, with the assistance of the Municipality’s Grants staff,” before the words “will review the applications”;
  - (b) adding the words “The peer juries” before the words “will review the applications”; and
  - (c) adding the words and punctuation “make recommendations to Parks & Recreation staff. Parks & Recreation staff will” after the words “review the applications and” and before the words “prepare a report”.
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17. Section 21A is added after section 21 and before section 22 as follows:

21A. Parks & Recreation staff will report annually to ArtsHalifax on the peer jury process and the grants approved by Council.

18. Section 22 is amended by:

(a) striking out the words and symbol "Community & Recreation Services" after the words "available from" and before the word "staff"; and

(b) adding the words and symbol "Parks & Recreation" after the words "available from" and before the word "staff".

19. Section 25 is amended by:

(a) striking out the words and numbers "fifty per cent (50%)" after the word "dispersed" and before the word "upon";

(b) adding the words "in full" after the word "dispersed" and before the word "upon"; and

(c) striking out the words, numbers and punctuation ", and fifty per cent (50%) six months after the date of the approval of the application".

20. Section 26 is amended by:

(a) striking out the words and symbol "Community & Recreation Services" after the word "notify" and before the word "staff", and after the words "request to" and before the word "staff"; and

(b) adding the words and symbol "Parks & Recreation" after the word "notify" and before the word "staff", and after the words "request to" and before the word "staff".

Done and passed in Council this      th day of      , 2016.

\_\_\_\_\_  
Mayor

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

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**ATTACHMENT C  
(Incorporating Proposed Changes)**

**ADMINISTRATIVE ORDER NUMBER 2014-007-ADM  
Respecting Grants to Professional Arts Organizations**

**WHEREAS** the Council of the Halifax Regional Municipality values the contributions of the cultural community to the Halifax Regional Municipality;

**AND WHEREAS** the Council of the Halifax Regional Municipality wishes to support cultural organizations within the Halifax Regional Municipality through operating and project grants;

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

**Short Title**

1. This Administrative Order may be known as the *Administrative Order on Grants to Professional Arts Organizations*.

**Interpretation**

2. In this Administrative Order,

(a) "Anchor Organization" means a professional arts organization that has an annual budget of a minimum of \$3 million, is registered as a non-profit, has operated continuously for a minimum of three years, and demonstrates strong public impact in terms of number of events, attendance and employment figures;

(b) "Applicant" means a Professional Arts Organization applying for funding under this AO;

(ba) "ArtsHalifax" means the committee established by Council under Administrative Order 2014-019-GOV, the ArtsHalifax Advisory Committee Administrative Order, to advise staff on the development of administrative processes in support of professional arts and culture in Halifax, or its successor committee;

(bb) "CAO" means the Chief Administrative Officer of the Municipality, or delegate;

(c) "Council" means the Council of the Halifax Regional Municipality;

(d) "Municipality" means the Halifax Regional Municipality;

(e) "Non-profit Organization" means a professional arts organization that is registered as a non-profit, and has operated continuously for a minimum of three years with strong administrative management and a track record of success and artistic merit;

(ea) "Peer" means an individual who self-identifies as a professional artist, arts administrator, cultural worker, or individual actively involved in related communities of interest, and may include an individual who self-identifies as an emerging artist and demonstrates a commitment to pursuing a professional arts career through training, practice or mentorship;

(f) "Presenting Organization" means a Professional Arts Organization that presents professional or established artists to the public by way of performances, exhibits, demonstrations or lectures;

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(g) "Producer" means a Professional Arts Organization that produces and presents the arts to generally accepted artistic standards; and

(h) "Professional Arts Organization" means a registered, non-profit professional arts and culture organization that supports, presents, or produces work by professional or established artists, and employs qualified paid staff to administer on-going arts and culture programs and services.

### **Purpose**

3. The purpose of this Administrative Order is to provide for grants from the Municipality to professional arts organizations in the Halifax Regional Municipality to support those organizations, and thereby to support and promote the work of local artists and to foster broad public access to, and appreciation of, the arts.

### **Grants Available**

4. There are hereby established two funding streams:

(a) Operating Grant Program for Professional Arts Organizations: Supports the general and on-going operational capacity of professional arts organizations in the Halifax Regional Municipality

(i) Available to Professional Arts Organizations that have operated continuously for a minimum of three years with strong administrative management and a track record of success and artistic merit.

(ii) Anchor organizations may receive a maximum of \$50,000.00 per fiscal year.

(iii) Non-profit organizations may receive a maximum of \$25,000.00 per fiscal year or 10% of the applicant's budget, whichever is less.

(iv) The Municipality will contribute no more than 60% of revenues required to cover annual administrative and core program costs. Council may consider variations on these criteria in extenuating circumstances.

(v) Combined municipal, provincial and federal funding will not exceed 90% of total revenues for annual administrative and core program costs.

(b) Project Grant Program for Professional Arts Organizations: Supports public access to professional arts activities on a project-specific basis.

(i) Available to Professional Arts Organizations that have operated continuously for a minimum of three years with strong administrative management and a track record of success and artistic merit.

(ii) Professional Arts Organizations may receive a maximum of \$10,000 per year for a specific arts project.

5. Professional Arts Organizations may make application to, and receive funding from, both programs in the same fiscal year.

5A. Notwithstanding section 5, a Professional Arts Organization awarded twenty-five thousand dollars (\$25,000.00) or more under the Operating Grant Program shall not be eligible for funding from the Project Grant Program.

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### **Application Requirements**

6. There is one intake period per fiscal year. The intake period and application deadline will be established by staff and advertised on the HRM website.

7. All applications must be received by email, mail or in person. Faxed applications will not be accepted. Applications may be submitted:

(a) in person to:  
HRM Culture & Events  
Re: Grants to Professional Arts Organizations  
88 Alderney Drive  
Dartmouth Ferry Terminal Building, 3<sup>rd</sup> floor

(b) by mail to:  
HRM Culture and Events  
Re: Grants to Professional Arts Organizations  
P.O. Box 1749  
Halifax, NS  
B3J 3A5

(c) by email to: [artgrants@halifax.ca](mailto:artgrants@halifax.ca)

8. Late or incomplete applications will not be reviewed or considered.

9. All applications shall include:

(a) a description of the applicant, including history of the programming and role in the community;

(b) details on any other funding received from the Municipality within the current and two previous fiscal years, including tax relief; and

(c) a statement of other funding sources sought by the applicant, including current status of applications.

10. Applications for the Operating Grant Program shall include:

(a) the applicant's detailed budget outlining projected revenues, operating and capital costs; and

(b) detailed financial statements for the previous 3 years of operation;

11. Applications for the Project Grant Program shall include:

(a) a detailed project description; and

(b) a detailed project budget.

### **Eligibility**

12. To be eligible for funding, an applicant shall be a registered not-for-profit society or not-for-profit cooperative in good standing with the Provincial Registrar of Joint Stock Companies or federally registered under the Corporations Act as a not-for-profit society or cooperative based and operating in Nova Scotia and meet the following criteria:

(a) has been operating for at least three years prior to the date of application;

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- (b) does not receive operating assistance, excepting tax relief, from any other municipal government, or department of the Municipality;
- (c) maintains an active membership or shows a form of community support that includes residents of the Halifax Regional Municipality and persons other than those who serve on the board of directors;
- (d) operates programs year round, except for presenting organizations which may have seasonal programs;
- (e) has no outstanding reports due to the Municipality; and
- (f) secures additional sources of revenue such as corporate contributions, donations, sales, and membership fees and must pursue other sources of public or private funding.

### **Application Evaluations**

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

- (a) For Operating Grants:
  - (i) Program planning and evaluation;
  - (ii) Community relationships;
  - (iii) Board Governance; and
  - (iv) Financial stewardship as demonstrated through financial statements and projected budgets.
- (b) For Project Grants:
  - (i) Project planning and expertise of project participants;
  - (ii) Project merit;
  - (iii) Public access and engagement through the project; and
  - (iv) Financial stewardship as demonstrated through financial statements and proposed project budget.

### **Peer Jury Selection Process**

13A. Each year following the close of the intake period for applications, the CAO shall establish a peer jury to review applications for each of the funding streams.

13B. The CAO shall develop operating procedures to support the creation and work of peer juries, and the procedures may be amended by the CAO.

13C. Every two years, the CAO shall issue an open call for interested individuals to be included in a roster of jurors from which a peer jury may be chosen.

13D. The roster of jurors shall be comprised of all those individuals who respond to the call and who:

- (a) meet the definition of "peer" as set out in this Administrative Order; and
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(b) reside in the Halifax Regional Municipality.

13E. Following the close of the intake period for applications annually, Parks & Recreation staff shall recommend to the CAO a list of 3-5 candidates each from the roster of jurors to be the peer juries for the Operating Grants and Project Grants for that intake period.

13F. When establishing a peer jury, consideration shall be given to the following:

(a) achieving a balance of:

(i) artistic discipline or area of professional expertise;

(ii) regional perspective;

(iii) age; and

(iv) cultural and gender diversity; and

(b) potential conflicts of interest.

13G. An individual who has served on a peer jury may be selected to serve on a subsequent peer jury, but not in the same funding stream in consecutive years.

#### **Application Review Process**

14. Applications will be administered by Parks & Recreation.

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

16. The peer juries will review the applications and make recommendations to Parks & Recreation staff. Parks & Recreation staff will prepare a report for consideration by the HRM Grants Committee for recommendation to Council.

17. Final approval of all applications for a grant, and the amount thereof, is a decision of Council in its sole discretion.

18. Notification of the decision of Council will be mailed to applicants after it is made.

19. Approval of grants is conditional on Council's approval of the annual program budget.

20. Applicants must re-apply for funding annually.

21. Due to limited funds, not all eligible applications may receive funding.

21A. Parks & Recreation staff will report annually to ArtsHalifax on the peer jury process and the grants approved by Council.

#### **Conditions of Approval & Payment of Grants**

22. Successful applicants are required to complete a final report form describing the impact of the funding received from the Municipality. Final report forms will be sent with the confirmation of the award and will be available from Parks & Recreation staff. The criteria for reporting includes:

(a) name of organization, amount of grant, terms and conditions (as described in the letter notifying you of approval by Council which is sent with payment);

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- (b) total project costs;
- (c) a breakdown of the expenditure of the grant funds (the Municipality reserves the right to require proof of payments made);
- (d) a final description of the project, including information on the completeness of the project; and
- (e) copies of printed materials funded through the grant (poster, brochure, booklet, CD, catalogue or photograph of project, newspaper article, magazine article), as well as documentation of events and/or projects directly or indirectly supported by the Municipality through this grant process.

23. For the Operating Grant Program, final reports must be received with the applicant's submission for funding for the following year or within ninety (90) days of the Municipality's fiscal year end, and for the Project Grant Program, final reports must be received within ninety (90) days of the project's completion.

24. Grant monies for applications approved in the Project Grant Program will be dispersed eighty per cent (80%) upon approval of the application, and twenty per cent (20%) upon completion of the project and submission of the final report.

25. Grant monies for applications approved in the Operating Grant Program will be dispersed in full upon approval of the application.

26. Should the operations of the applicant cease or be diminished, or should a project, in part or in whole, not be completed as described in the application, applicants must notify Parks & Recreation staff. In some cases, an extension may be permitted and the funds carried forward to the next fiscal year. If an extension is requested, a written request to Parks & Recreation staff is required and a written response will be provided.

27. The Municipality's support must be recognized as outlined in the "Requirements for Acknowledging Funding" which will accompany the Terms and Conditions letter.

**Scope**

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

**Effective Date**

29. This Administrative Order shall come into effect on the date it is adopted by Council. Notwithstanding section 6, for the fiscal year 2014-15, applications will be accepted beginning September 1st and must be received in person or postmarked on or before October 31st

Done and passed in Council this 5<sup>th</sup> day of August, 2014.

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Mayor

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Municipal Clerk

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