

Halifax Regional Council  
June 19, 2007

**TO:** Mayor Kelly and Halifax Regional Council

**SUBMITTED BY:** *for* Jan Gibson  
Councillor Russell Walker, Chair, HRM Grants Committee

**DATE:** June 11, 2007

**SUBJECT:** HRM Community Grants Program 2007-2008: Appeals

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**ORIGIN**

Grants Committee meeting of June 11, 2007.

**RECOMMENDATION**

It is recommended that Regional Council:

1. Approve the award of one-time grants to Eastern Front Theatre (\$5,000), Upstream Music Association (\$1,000), Our Lady of Mount Carmel: St. Thomas Hall Committee (\$17,200) and Maskwa Aquatic Club (\$50,000) for a combined total of \$73,200.
2. Approve the award of a one-time grant to the Halifax Regional Search and Rescue (\$24,091).

## BACKGROUND

At their June 11, 2007 meeting, the Grants Committee reviewed the Supplementary Report on the *HRM Community Grants Program 2007-2008: Appeals*, attached as Attachment 1 to this report.

## DISCUSSION

The Grants Committee approved the staff recommendations with the following revisions and agreed to forward the report to Regional Council for final approval.

### Maskwa Aquatic Club:

Ms. Peta-Jane Temple, Team Lead, Tax, Grants and Special Projects, advised that the request was declined due to a late application, however; in a letter dated May 31, 2007 (see Attachment 5 of the Supplementary Report attached as Attachment 1 to this report) the Maskwa Aquatic Club (MAC) explained that the delay was due to uncertainty regarding provincial government assistance that was not confirmed until mid-April which was past the Grants Program deadline.

The Grants Committee agreed, upon hearing comments from Councillor Hum in regard to the appeal for the Maskwa Aquatic Club (MAC) and further details provided by staff, to approve a one-time capital grant of \$50,000 (double the staff recommended \$25,000) towards the purchase and installation of a new septic system. The Grants Committee considered the renovations/expansion to the clubhouse to be of benefit to the local community based on the fact that:

- MAC originally approached Grants Program staff in December 2006 in regard to this project.
- This is a distinct project as it covers not only recreation and sport but also inclusion of disabled persons which will make MAC the first such facility in Atlantic Canada to incorporate disabled persons.
- Plans to establish a Heritage Wall at the clubhouse that would display the rich history of the local community (not just the club).
- The MAC site will be a host training venue for the 2008 National (paddling) Championships as well as the 2009 World Championships.
- A priority is the septic system particularly considering the clubhouse is located on the lakeshore. Currently there is no servicing at this site.
- The property abuts a Regional Park and the Trail Head for the Regional Park will be incorporated off one of the club parking area. Inclusion of accessible trails for disabled persons are planned.
- MAC is membership based but is currently at capacity and cannot accommodate more members. Recreation programs (paddling) are open to members of the public.
- \$140,000 has been raised through community fundraising initiatives and \$300,000 has been secured from the province. Negotiations are ongoing with the federal government in regard to funding.

Ms. Temple confirmed that there is capacity in the Grants Program to award a \$50,000 one-time capital grant. This would not be a precedent setting amount as other community groups have received a similar amount (ie: The Lake District Recreation Association in 2005/06 and the Art Gallery of Nova Scotia in 2006/07 each received a capital grant of \$50,000).

**Halifax Regional Search and Rescue, Lakeview - Neighbourhood Safety:**

Ms. Peta-Jane Temple, Team Lead, Tax, Grants and Special Projects, advised that the request was originally declined due to a late application. The appeal is based on the delay in issuing the Grants Program Guidebook 2007-08. Councillor Kent requested that the Grants Committee consider this application under the regular criteria and not as an appeal, although the application is a little late, as the merit of the equipment is evident. She added that the volunteers are cost sharing 50% of the total cost for the equipment. Ms. Temple responded to Councillor Kent that the application scored 74 out of a possible 100 points and under normal circumstances staff would probably have recommended a grant.

The Grants Committee approved a one time capital grant of \$24,091.00 toward the purchase of specialized telecommunications equipment (real time tracking).

**BUDGET IMPLICATIONS**

Due to the revisions approved by the Grants Committee on June 11, 2007, the budget implications section of the Supplementary Report, attached as Attachment 1, requires an amendment to the last sentence as follows: "...a further four (4) grants totalling \$48,200..." amended to "...a further five (5) grants totalling \$97,291..." And the inclusion of the following sentence: "*The cumulative value of awards is within the program's 2007-8 budget capacity.*"

Funds available in M311-8004 as at June 13, 2007	\$ 146,662
Cost of 5 additional grants	<u>\$ 97,291</u>
Funds remaining in M311-8004	\$ 49,371

**FINANCIAL MANAGEMENT POLICIES/BUSINESS PLAN**

Please refer to the attached Supplementary Report.

**ALTERNATIVES**

Please refer to the attached Supplementary Report.

**ATTACHMENTS**

1. Supplementary Report dated June 4, 2007.

Additional copies of this report, and information on its status, can be obtained by contacting the Office of the Municipal Clerk at 490-4210 or Fax 490-4208.

Report Prepared By: Chris Newson, Legislative Assistant



PO Box 1749  
Halifax, Nova Scotia  
B3J 3A5 Canada

Attachment 1

HRM Grants Committee  
June 11, 2007

TO: Chair and Members of the HRM Grants Committee

SUBMITTED BY: Cathie O'Toole  
Cathie O'Toole, CGA, A/Director of Finance

DATE: June 4, 2007

SUBJECT: HRM Community Grants Program 2007-2008: Appeals

### SUPPLEMENTARY REPORT

#### ORIGIN

This report originates with staff of HRM Financial Services. The *HRM Community Grants Program* makes provision for appeals on the basis of the following: (a) new information, (b) an error in the application of policy and procedures, or (c) upon appeal by an elected official. Appeals must be in writing, within 2 weeks of notification. The deadline for appeals was May 28<sup>th</sup>, 2007.

#### RECOMMENDATION

It is recommended that:

1. The HRM Grants Committee approve the staff recommendation to award one-time grants to Eastern Front Theatre (\$5,000), Upstream Music Association (\$1,000), Our Lady of Mount Carmel: St. Thomas Hall Committee (\$17,200), and Maskwa Aquatic Club (\$25,000) for a combined total of \$48,200.
2. To decline the late application from Halifax Search & Rescue.

## BACKGROUND

Applicants declined eligibility or those not recommended for an award were notified in writing and the deadline for appeals was May 28<sup>th</sup>, 2007.

## DISCUSSION

All applicants declined funding can request feedback on their submission. This year's program received 80 applications of which 12 were deemed ineligible and 9 not recommended for an award. Of those declined, three (3) made a formal appeal by the deadline. Two appeals were requested by members of Regional Council: Halifax Ground Search & Rescue (Councillor Kent) and Maskwa Aquatic Club (Councillor Hum).

### **1. Eastern Front Theatre Society, Dartmouth - Arts & Crafts**

Located in Alderney Landing Theatre, Dartmouth, the Eastern Front Theatre is a professional theatre company and registered Canadian charity. Programming focuses on Atlantic Canadian artists and their work. Revenues are primarily from fundraising, ticket sales, and government grants. The initial application to HRM requested \$5,000 for the development of revised marketing materials to re-position Eastern Front Theatre and promote audience development. The application was deemed ineligible due to the carry forward of un-expended funds from a grant issued in 2006-07. A written appeal was received May 22, 2007, that provided additional information with respect to the change in Artistic Director and confusion with respect to HRM's reporting timelines and the society's fiscal year-end. See: **Attachment 1**.

**Staff recommend a one-time grant of \$5,000 for graphic design services to re-position Eastern Front Theatre and enhance marketing materials.**

### **2. Upstream Music Association, Halifax - Arts & Crafts**

Upstream Music Association is a professional arts organization that promotes composition and improvisational jazz music. The initial application requested \$4,000 towards the *Sonic Bus Stop Series* at the Bus Stop Theatre, Gottingen Street, Halifax. The request was declined funding on the basis of prior funding for the same project last year; HRM's interest was in the development of a new performing arts venue in the area and re-vitalization of Gottingen Street. The project was not undertaken due to a focus on developing a strategic plan for the society; this year's application was therefore essentially a repeat of a prior year and the program does not provide core operational funding. A written appeal was received May 27, 2007, that provided additional information regarding a change in the society's operations and administrative limitations. See: **Attachment 2**.

**Staff recommend a one-time grant of \$1,000 towards marketing the *Sonic Bus Stop Series*, October, 2007 to March, 2008, to promote audience development and an evolving performing arts venue.**

### **3. Our Lady of Mount Carmel Parish (St. Thomas Hall Committee), East Dover - Recreation**

The Our Lady of Mount Parish owns the hall located in the village of East Dover (population ~200) but for many years its operation has been under the stewardship of a committee of volunteers (called the St. Thomas Hall Committee). In addition to serving the residents of East Dover, the hall is a focal point for several small villages in the vicinity such as West Dover, Middle Village, Scott's Branch, Big Lake and McGrath's Cove. The hall is used primarily for social events and community gatherings such as a weekly cards club, dances,

suppers, private parties (weddings/funerals), and an election polling station. The hall was built in the 1940's by local residents and does not have a foundation; in the winter the water freezes and has to be shut-off. There are also issues with respect to well water quality and the septic system. To improve services the committee needs to insulate the hall and install thermostats, install water cisterns and a water purification unit, and upgrade the septic system, plumbing, and washroom fixtures. The total estimated cost is \$36,400. The application was not recommended for funding due to insufficient financial information. A written appeal was received May 29, 2007 that provided additional information. Because the operation of the hall has been undertaken by a group of volunteers with no formal structure independent of the church (property owner) the financial information must be provided by the Mount Carmel Parish. The information has been received and the file is now complete. See: **Attachment 3**.

**Staff recommend a one-time capital grant of \$17,200 towards water system, septic system upgrades, and washrooms to meet code compliance and enhance public safety.**

#### **4. Halifax Regional Search and Rescue, Lakeview (Late) - Neighbourhood Safety**

Halifax Regional Search & Rescue is a federally registered Canadian charity and entirely volunteer (~200 persons). HRSR provides services that supplement RCMP, HRM Police, and HRM EMO operations. For example, search and rescue of missing persons, crime scene search, disaster response, emergency evacuations, and public education. The society has requested a one-time capital grant of \$24,091 towards the purchase of specialized telecommunications equipment ("real time tracking") that maps the location of searchers. The equipment provides enhanced efficiency in mapping completion of a designated search area and improves the safety of volunteer personnel conducting the search. The total cost of the equipment is \$53,670; the club members will contribute the balance. The appeal is based on the delay in issuing the program Guidebook for 2007-08. See: **Attachment 4**.

**Staff recommend decline. All prospective applicants had equitable access to program information. Due diligence is required of all applicants in terms of meeting funding eligibility and timelines. This year's application form and Guidebook were posted to the web site in February in addition to a newspaper advertisement.**

#### **5. Maskwa Aquatic Club, Halifax (Late) - Recreation**

The Maskwa Aquatic Club (established in 1975) is located on Kearney Lake and provides recreational and competitive paddling for children and adults and introductory swimming lessons for children and youth. Presently, the club has approximately 700 members but its aging infrastructure cannot meet growing demand, especially when the new Bedford West development is complete. The club has developed a comprehensive expansion plan to include a new boathouse, re-furbished club house to accommodate summer camp programs, and inclusion of disabled persons. The total projected cost is \$1,226,000 and will be developed in stages using a "pay-as-you-go" approach. In 2007-08, the club plans to construct a new boathouse at an estimated cost of \$700,000 for which they confirmed Provincial funding of \$300,000 and \$140,000 of club funding; members will raise a further \$100,000 this year. An application has been made for a one-time capital grant of \$25,000 towards the installation of a new septic system (total cost \$33,000). The aim is to complete the majority of the project (excluding trails) in time for the 2008 National Championships and the 2009 World Championships for which Maskwa will be a training venue. Grants Program staff met with a club representative on December 19<sup>th</sup>, 2006, to review the program and application process but as noted in the letter of appeal dated May 31<sup>st</sup>, 2007, the delay in making an application was due to uncertainty regarding provincial government assistance. See: **Attachment 5**.

Staff recommend a one-time capital grant of \$25,000 towards the purchase and installation of a new septic system.

### BUDGET IMPLICATIONS

The approved budget for this year's *Community Grants Program* was \$503,700. Awards totalling \$357,038 were approved May 15, 2007. However, an award in the amount of \$5,000 to St. James Anglican Church, Boutliers Point, was declined by the applicant and has been re-allocated. If approved by Regional Council a further four (4) grants totalling \$48,200 conform to the program budget.

### FINANCIAL MANAGEMENT POLICIES / BUSINESS PLAN

This report complies with the Municipality's Multi-Year Financial Strategy, the approved Operating, Capital and Reserve budgets, policies and procedures regarding withdrawals from the utilization of Capital and Operating reserves, as well as any relevant legislation.

### ALTERNATIVES

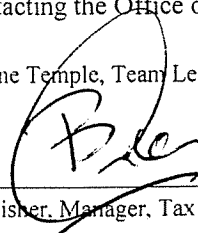
The HRM Grants Committee could overturn a recommendation, reduce the value of a recommended award, or refer a specific case back to staff for further review. This action is not recommended: each appeal has been evaluated on the basis of information provided in the application, individual merit, and relative to the program's funding criteria.

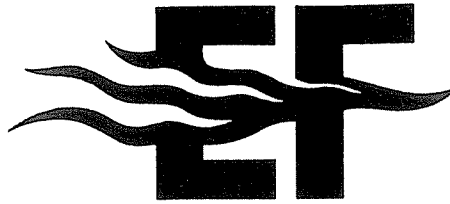
### ATTACHMENTS

1. Letter from Scott Burke, Eastern Front Theatre dated May 22, 2007.
2. Letter from Paul Cramm, Upstream Music Association dated May 27, 2007.
3. Letter from Alan Connors, St. Thomas Hall Committee/Our Lady of Mount Carmel Parish dated May 28, 2007.
4. Letter from Barry Manual, HRM EMO dated May 31, 2007.
5. Letter from Sean O'Connor, Maskwa Aquatic Club dated May 31, 2007.

A copy of this report can be obtained online at <http://www.halifax.ca/council/agendasc/agenda.html> then choose the appropriate meeting date, or by contacting the Office of the Municipal Clerk at 490-4210, or Fax 490-4208.

Report Prepared by: Peta-Jane Temple, Team Lead, Tax, Grants & Special Projects, HRM Finance 490-5469

Report Approved by:   
Bruce Fisher, Manager, Tax & Fiscal Policy, HRM Finance



**THE EASTERN FRONT**  
T H E A T R E • C O M P A N Y

Peta-Jane Temple,  
Coordinator, Grants Program,  
HRM Community Grants Program,  
PO Box 1749  
Halifax, Nova Scotia,  
B3J 3A5

May 22, 2007

Dear Peta-Jane,

Thank you very much for taking the time to speak with me following receipt of the results of the recent HRM Community Grants Program.

As I mentioned in our conversation, the changeover in senior management at Eastern Front Theatre from Hans Boggild to me in late September 2006 resulted in some confusion on my part as to the timing of HRM Community Grant and reporting requirements. Eastern Front Theatre appears to have inadvertently asked for our grant to be carried forward, whereas it was my understanding we were requesting that the reporting date be carried forward, and that in so doing we would not exclude ourselves from consideration for a 2007-2008 grant.

In looking over the history of HRM support, it appears that in past years, Eastern Front completed HRM supported projects before HRM's fiscal year end of March 31<sup>st</sup>, and therefore a report was filed prior to the next year's application. For 2006-2007, the Marketing Support for the *Kids on the Waterfront* festival was completed just outside of HRM's fiscal year, but within Eastern Front's fiscal year (and Season) which ends June 30<sup>th</sup>. Thus we have found ourselves in our current difficult position.

Please accept this letter as a request for an appeal, based on new information, of the Community Grant's Program recent decision.

Enclosed you will find a complete final report on our 2006-2007 Marketing Initiatives for the completed 2007 *Kids on the Waterfront* festival. Thank you very much in advance for your consideration.

Yours truly,

Scott Burke  
Artistic Producer



## Attachment 2

27 May 2007

Peta-Jane Temple  
Halifax Regional Municipality  
Via e-mail: [templp@halifax.ca](mailto:templp@halifax.ca)



Dear Peta-Jane:

We would like to take this opportunity to appeal HRM's decision not to grant Upstream Music Association's request for \$4000.00 to support programming for their 2007-2008 season.

Last year Upstream innocently made a similar request and were successful in receiving funding. With the best of intentions we researched the Bus Stop facility, rehearsing 3 times in the space and performing one concert to a meagre audience of 15. We were able to ascertain that the space had good potential as a performance venue with a good acoustic for our type of music. It was also apparent that the space was still on the way to being a fully-functional performance facility. Also crystal clear was the necessity of focusing our marketing efforts to get an audience to the venue. Concurrent with underestimating the difficulty of presenting in this location, we were under pressure from our Federal funders to come up with a Strategic Plan for Upstream's administrative structure and marketing. Given our limited administrative resources at the time, we concentrated on developing our Strategic and Business Plans to more effectively market our concerts at a later date. The HRM grant was therefore utilized to feel out the space and administer the development of the strategic plan. This was the best strategy given the situation of finding ourselves working in difficult circumstances. Approx \$2000 was spent in costs directly related to using the Bus Stop.

We referenced the above difficulties in less detail in the final report and we also apologize for not informing you in a more timely fashion that we had repositioned our objectives to avoid potentially disastrous consequences. We were under resourced with one part-time administrator to look after production and the sudden added burden of strategic planning. The Strategic Plan has proved to be a blessing in disguise and we now realize that to survive and flourish Upstream must put more emphasis on developing our human resources. The strategic plan is also giving us a path to take that places importance on audience development. We are developing a marketing strategy as part of our business plan that will assist us to develop a healthy bottom line. This will allow us to become more self-reliant and less dependant on public funding.

Now that our strategic plan and business plan have been developed, we are poised to take on the initiative of programming a concert series at the Bus Stop Theatre on Gottingen Street. We believe this series will develop a broader audience than previously predicted because we have a marketing plan. We also believe that as audiences come to Upstream's concerts at the Bus Stop Theatre, they will view the theatre as a great performing arts venue. When presenters see audiences coming to the Bus Stop Theatre they will find ways to use the theatre to present other performing arts.

Funding Upstream's request for \$4000.00 to help present this series is in everybody's best interest.

- Upstream will get to present a series of concerts in an interesting and appropriate venue
- Performing arts presenters will see a new venue they can use to produce their art
- HRM will see a new vibrancy in the inner core as audience and musicians are drawn to it.

We would accept a reduced allocation. If you have any questions or concerns please feel free to contact me by e-mail at [marypat@canoemail.com](mailto:marypat@canoemail.com) or call Paul Cram at 461-1232.

Respectfully,  
Mary Pat Mombourquette and Paul Cram

UPSTREAM MUSIC ASSOCIATION P.O. Box 36040, Halifax, Nova Scotia, Canada B3J 3S9 902) 461-1232F: (902) 463-9621

St Thomas Hall Committee  
 Our Lady of Mount Carmel Parish  
 % Alan Connors  
 473 Whistler's Cove Rd  
 EAST DOVER (HRM), NS  
 B3Z 3W5

28 May, 2007

Ms. Peta-Jane Temple  
 Co-ordinator, Grants Program  
 Halifax Regional Community

HRM Community Grants Program

Dear Ms Temple

I received your letter stating that our grant request was ~~declined~~ by the selection committee. Having reviewed the situation I wish to appeal the decision.

The Chairman of the Parish Finance Council has authorized the release of the required financial statement for your review.\*

The planned cost-sharing is as follows:

Community	- cash and manpower
HRM	- community grant
Province	- grants from Development and Recreation depts.

There is a slim chance of funding from the Capital Health resources fund.





P.O. Box 1749  
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Attachment 4

Ms. Peta- Jane Temple  
Halifax Regional Municipality  
Grants Committee  
P.O. Box 1749  
Halifax, Nova Scotia  
B3J 3A5

05 June 2007

**Reference: HRM Community Grants Program 2007-2008 booklet, page 21**

Ms. Temple,

~~In compliance with the requirements of the "Safe Community" funding criteria, please be aware that Halifax Regional Municipality Emergency Measures Office is aware of, and supports the grant application of Halifax Regional Search and Rescue.~~

Please accept this letter as a requirement of that grant application.

Yours Truly,

Barry Manuel



May 31, 2007

Grants Committee  
c/o Peta-Jane Temple  
Team Leader  
Tax, Grants & Special Projects  
via e-mail: [temple@halifax.ca](mailto:temple@halifax.ca)

Re: Appeal of Application for Grant  
Maskwa Aquatic Club

Dear Committee:

Please accept this letter as an appeal for financial support for an aspect of our renewal and expansion plans at Maskwa.

In the winter of 2006 representatives of the Maskwa Aquatic Club met with officials from the Grants Program for the Halifax Regional Municipality(HRM). In that meeting we reviewed various technical aspects of our renewal and expansion plans with a view to identifying if aspects of this plan would qualify for potential funding from one of the existing grant programs available through HRM. At that time it was identified that our need for a new septic system to support the new facility and replace the existing disposal system would be a good candidate.

As an organization we were not in a position to make a formal application. We were (are) applying for financial support in the amount of \$25,000.00. We had not, however, received notification from the Province of Nova Scotia about Provincial funding for our whole project and therefore did not have certainty the expansion and renewal plans would proceed, nor that the financial capacity would exist to easily cover cost overruns or scope creep for the new septic system – should that occur.

The Province of Nova Scotia provided the organization with \$300,000.00 in mid April of this year. Unfortunately this was beyond the deadline for an application for funding under this grant program.

We respectfully request you consider our appeal on the basis that significant complementary and necessary funding was not received from the Province until after the application deadline.

Yours truly,

C. Sean O'Connor  
Chair – Renewal and Expansion Committee  
Maskwa Aquatic Club