



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

**Item No. 9.1.3**  
**Audit & Finance Standing Committee**  
**September 16, 2015**

**TO:** Chair and Members of Audit & Finance Standing Committee

Original Signed

**SUBMITTED BY:**

\_\_\_\_\_  
Amanda Whitewood, Director Finance & ICT/CFO

**DATE:** August 18, 2015

**SUBJECT:** **Administrative Order 2015-003-OP: Proposed Halifax Explosion 100<sup>th</sup>  
Anniversary Grants Program**

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**ORIGIN**

December 10, 2013 – Council approval of a designated grant program for the Halifax Explosion 100<sup>th</sup> Anniversary as part of a Municipal Commemorative Program.

June 10, 2014 – Council approved Administrative Order 2014-005-GOV Respecting the Special Advisory Committee on the 100<sup>th</sup> Anniversary of the Halifax Explosion.

**LEGISLATIVE AUTHORITY**

- *HRM Charter* (2008) s. 70(1)(b) respecting grants to a body corporate for the purpose of promoting or beautifying a business district.
- *HRM Charter* (2008) s. 79(1) (av) and 79(2) respecting grants and contributions to any charitable, nursing, medical, athletic, educational, environmental, cultural, community, fraternal, recreational, religious, sporting or social organization within the Province.
- Audit & Finance Standing Committee, Terms of Reference, s.8(a) the review of new programs or services not yet approved or funded.
- *Administrative Order 2014-005-GOV Respecting the Special Advisory Committee on the 100<sup>th</sup> Anniversary of the Halifax Explosion.*
- *Administrative Order 54 Respecting the Procedures for Developing Administrative Orders.*

**RECOMMENDATION**

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

1. Approve Administrative Order Number 2015-003-OP, the Halifax Explosion 100<sup>th</sup> Anniversary Grants Program as outlined in Attachment 2 of this report;

**Recommendations continue on page 2**

2. Approve funding in the amount of \$100,000 from Account M311-8004 for implementation of the *Halifax Explosion 100<sup>th</sup> Anniversary Grants Program* in fiscal year 2015-16; and
3. Direct the Special Advisory Committee on the 100<sup>th</sup> Anniversary of the Halifax Explosion to make recommendations to the Grants Committee in regard to funding applications for the Halifax Explosion 100<sup>th</sup> Anniversary Grants Program.

## **BACKGROUND**

The catastrophic explosion that occurred on December 6, 1917, was a pivotal moment in this region's history, prompting a massive mobilization of human and material resources in a multi-faceted program of rescue, rehabilitation and reconstruction. To recognize the 100<sup>th</sup> Anniversary of the Halifax Explosion the Municipality is undertaking a Municipal Commemorative Program primarily focused on the Fort Needham Memorial Park Project, the legacy capital project, and an enhanced memorial ceremony. In addition to these civic initiatives Council endorsed the development of a designated grants program to fund centennial projects undertaken by local non-profit organizations and charities.

The purpose of this report is to seek Council's approval of:

- (a) policy for a designated *Halifax Explosion 100<sup>th</sup> Anniversary Grants Program*;
- (b) the role of the Special Advisory Committee on the 100<sup>th</sup> Anniversary of the Halifax Explosion in making recommendations to the Grants Committee in regard to applications submitted to this designated program as per Section 6(c) of the committee's terms of reference; and
- (c) funding to enable implementation of the program in this fiscal year.

## **DISCUSSION**

### **Rationale for a Designated Funding Program**

As stated in a report to the meeting of Regional Council, December 10, 2013

"It is anticipated that a significant number of local non-profit organizations may seek municipal grants funding in relation to the Halifax Explosion 100<sup>th</sup> Anniversary and that some of these interests might not conform to the eligibility criteria or funding priorities of existing programs" (p.3).

Interest among non-profit groups with a long-standing or unique historical association with the disaster's immediate or enduring social, environmental and economic impact is expected to be high. Yet, some of these organizations are ineligible for consideration under an existing municipal grant program. The proposed *Halifax Explosion 100<sup>th</sup> Anniversary Grants Program* is designed to increase opportunities for participation by:

- (a) **Broadening the Scope of Eligible Organizations:** Under s.79(1)(av) of the Charter the Municipality may provide a grant to a broad range of non-profit organizations but municipal grant programs tend to focus on programs and services that align with municipal services and priorities or discretionary interests. Medical, health, educational, religious, military, or social services, for example, are either ineligible or considered on a restricted basis (eg. a capital grant to a registered heritage church but not an unregistered property owned by a religious organization unless the property's use is aligned with a municipal purpose).

Within the context of the Halifax Explosion centennial, some organizations ineligible for funding under a municipal program represent important contributions made in immediate relief efforts or subsequent advancements in areas such as emergency preparedness, child welfare, or special education. The proposed inclusion of these interests in the *Halifax Explosion 100<sup>th</sup> Anniversary Grants Program* presents a unique funding opportunity for the region's non-profit sector.

- (b) **Promoting Opportunities for Collaboration:** If approved, non-profit organizations located outside HRM and unincorporated local groups may participate in the program if party to a joint project with an eligible local non-profit or charity.
- (c) **Expanding the Scope of Eligible Projects:** The proposed funding categories include projects and expenses not typically funded under a municipal grant program such as school-based projects, symposia, the purchase of learning resources, or event-specific municipal fees.

The designated program does not replace an existing municipal grant program. Organizations eligible to apply to another HRM program for funding in regard to a centennial project may elect to do so. To avoid duplication or overlap, with the exception of a resolution by Council or a discretionary award under the District Capital Fund, a project will not receive funding from this program where it has already been awarded funds from another municipal grant program in the same fiscal year.

Finance (Grants & Contributions) will track the number of awards, type of project, and the combined value of awards granted in relation to the Halifax Explosion across all municipal sources so that HRM's combined total investment is made public.

### Program Design

In 2014, Council convened the Special Advisory Committee on the 100<sup>th</sup> Anniversary of the Halifax Explosion pursuant to Administrative Order 2014-005-GOV. One of the committee's roles is to advise staff in the development of a grant program, funding criteria and guidelines. The committee's input was informed by a review of best practice in grants and commemorative grant programs. The committee developed a Vision Statement and Guiding Principles for the Municipal Commemorative Program (See: **Attachment 1**). These materials provided context and content for the program's scope, primary objectives, and funding categories.

The five (5) funding categories are based on conventional commemorative programs, amended to exclude capital projects<sup>1</sup> and public art commissions<sup>2</sup> and reflect the committee's desire to foster public participation, including youth and ethno-cultural communities; to honor the loss of life; to increase public awareness; and to recognize those who provided aid. Although the commemorative program is not a 'celebration' the centennial is an opportunity to tell the story of personal and collective resilience and resurgence.

- **Educational Initiatives:** Projects for children, youth and young adults that foster an appreciation of the Halifax Explosion's social, environmental and economic impact. Potential participants include local schools, non-profit organizations serving children and youth outside formal educational institutions, and community-based youth groups.
- **Exhibition or Display:** The development of a temporary or permanent exhibit or display accessible to the general public. Content is not restricted to historical material.
- **Interpretation:** Research, design, fabrication and installation of a temporary or permanent interpretive feature to recognize a person, organization, practice or occupation, artefact, building or site of historic interest in relation to the Halifax Explosion or the event itself.
- **Ethno-Cultural Historical Research and/or Presentation:** Non-commercial research project or presentation of existing research documenting the immediate and/or enduring impact of the

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<sup>1</sup> Eligible property-related projects can apply to the *Community Grants Program* (non-profit owners) or *Heritage Incentives Grants Program* (private homeowner and commercial). Requests might also be expected under the *District Capital Fund*.

<sup>2</sup> Public art possibly incorporated into the *Needham Memorial Park Project*.

Halifax Explosion on local ethno-cultural communities. Preference may be given to the Mi'kmaq and African Nova Scotia communities located on Halifax Harbour at the time of the explosion.

- *Ceremonial and Dedication Event:* A formal event performed to honor the Halifax Explosion or to dedicate something (eg. a building, site, memorial).

Two application intakes are proposed (2015 and 2016) to allow for the development of larger scale or complex projects and to encourage proposals of merit. Applicants should also develop proposals that will be completed on or before December 6, 2017.

The Advisory Committee did not agree with staff's recommendation to restrict eligibility to those non-profits ineligible for consideration under another municipal grant program, or with staff's recommendation of a maximum value of award up to \$5,000.

The draft administration order included as **Attachment 2** proposes a maximum grant of \$10,000 per applicant/joint application, per fiscal year. Projects would not be eligible for funding where funding is already received from another municipal source. If two or more submissions are evaluated as having comparable merit preference may be given to an applicant otherwise ineligible for consideration if the designated program is their only opportunity for participation.

The *Halifax Explosion 100<sup>th</sup> Anniversary Grants Program* does not replace an existing municipal grant program. Therefore, to help guide prospective applicants in selecting the appropriate program for their project, and to assist new applicants, a guidebook will be developed and an information meeting will be hosted as part of the call for submissions process. All materials will be posted on the HRM web site and publicly advertised.

### Criteria for the Evaluation of Applications

The evaluation of submissions includes elements of best practice (organizational viability and the incremental impact of funding) and the Advisory Committee's guiding principles in regard to connectivity, knowledge, inclusivity, and creating a legacy as shown below in Table 1.

Table 1. Proposed Weighted Scoring Criteria		
Outcome	Rationale	Score
<b>Organizational and Project Viability</b> Policy 22(a)	Demonstrated ability to successfully complete/deliver the project before or by December 6, 2017. Demonstrated commitment in relation to the centennial.	20
<b>Knowledge and Awareness</b> Policy s.22(b)	Increase public awareness, new knowledge, self-representation.	20
<b>Innovation and/or Collaboration</b> Grants best practice	Demonstrated project planning, synergy, creative niche or broad public appeal.	10
<b>Incremental Impact</b> Grants best practice/policy s. 22(c)	Project would not proceed in whole or in part without public funding.	10
<b>Public Engagement</b> Policy s. 22(d)	Participation, accessibility, inclusion, public awareness of the project.	20
<b>Enduring Legacy</b> Policy s.	Probability of sustainability (as applicable), anticipated duration or scale of impact.	20
<b>TOTAL</b>		<b>100</b>

### **Proposed Role of the Special Advisory Committee on the 100<sup>th</sup> Anniversary of the Halifax Explosion in Grant Decision-Making Process**

Generally, the Special Advisory Committee's mandate is to provide advice to staff but under s.6(c) of Administrative Order 2014-005-GOV the Special Advisory Committee may, if directed by Council, make recommendations to the Grants Committee in regard to funding applications.

It is recommended that Regional Council direct the Special Advisory Committee to make recommendations to the Grants Committee in regard to funding applications considered under the *Halifax Explosion 100<sup>th</sup> Anniversary Grants Program* upon receipt of a report from staff. Regional Council shall grant final approval. The proposed decision-making process is illustrated in **Attachment 3**.

Note: The Advisory Committee's role is only in relation to applications made under the designated *Halifax Explosion 100<sup>th</sup> Anniversary Grants Program* and does not apply to awards considered under another municipal grant program, including awards to projects related to the Halifax Explosion.

### **Program Budget**

Due to a below average intake of applications to the *Community Grants Program* and the number of submissions not recommended for funding there is a balance of \$125,613 in Account M311-8004. It is recommended that \$100,000 be re-assigned to fund the initial call for applications to the *Halifax Explosion 100<sup>th</sup> Anniversary Grants Program* in fiscal year 2015 so as to enable two (2) application intakes pending approval of funding for a second intake in 2016 fiscal year.

### **Program Evaluation**

A designated grants program will assist in the development of projects that:

- increase public awareness of the Halifax Explosion and its enduring impact;
- encourage the active participation of children, youth and young adults;
- create and/or present 'new' knowledge;
- recognize the experience of local ethno-cultural communities;
- encourage collaboration and connectivity in telling "the larger story" of the explosion;
- promote public participation and access;
- demonstrate exceptional merit and a high probability of completion on or before December 6, 2017.

An evaluation of the program will be conducted to assess its efficacy in terms of realizing the stated objectives and in relation to other municipal grant programs. The evaluation protocol will be developed in consultation with the advisory committee.

### **FINANCIAL IMPLICATIONS**

M311-8004 Budget 2015	\$500,000
Less Awards	(\$374,387)
Balance as of September 15, 2015	\$125,613
Less Proposed Allocation to Halifax Explosion 100 <sup>th</sup> Anniversary Grant Program	(\$100,000)
<b>Balance</b>	<b>\$25,613</b>

If approved, an allocation of \$100,000 to the *Halifax Explosion 100<sup>th</sup> Anniversary Grants Program* would leave a balance of \$25,613.

If the format of the new program is approved, a second call for applications in fiscal year 2016-17 could be funded from one or a combination of the following:

- A one-time transfer of budget capacity from an existing municipal grant program/or programs;
- Through the regular annual budget process and in relation to other municipal program and service priorities.

### **COMMUNITY ENGAGEMENT**

June 17, and July 15, 2015 - An overview of the proposed program objectives, eligibility, funding categories and scoring tabled with the Advisory Committee for discussion and feedback was accepted with minor amendments/points of clarification.

July 15, 2015 – The Special Advisory Committee on the 100<sup>th</sup> Anniversary of the Halifax Explosion unanimously endorsed the request to Regional Council that the committee make recommendations to the Grants Committee in regard to funding applications received under the *Halifax Explosion 100<sup>th</sup> Anniversary Grants Program*.

### **ENVIRONMENTAL IMPLICATIONS**

Not applicable.

### **ALTERNATIVES**

The Audit & Finance Committee or Regional Council could amend the maximum value of award to \$5,000 to remove any incentive to pursue funding under the *Halifax Explosion 100<sup>th</sup> Anniversary Grants Program* based primarily on the value of award. Notwithstanding that the evaluation of all submissions will be based on merit, a lower funding threshold could potentially double the number of awards.

Rather than having the Special Advisory Committee on the 100<sup>th</sup> Anniversary of the Halifax Explosion make recommendations regarding applications considered under the grant program to the Grants Committee directly, the Audit & Finance Committee or Regional Council could, in the alternative, direct staff to document the committee's recommendations in a Supplementary staff report to the Grants Committee.

### **ATTACHMENTS**

1. Vision Statement and Guiding Principles: Municipal Commemorative Program.
2. Draft Administrative Order 2015-003-OP Respecting the Halifax Explosion 100<sup>th</sup> Anniversary Grants Program.
3. Proposed Decision-Making Process.

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

Report Prepared by: Peta-Jane Temple, Team Lead Grants & Contributions, FICT 902.490.5469;  
Peter Greechan, Community Developer, Grants & Contributions, FICT

Original Signed

Report Approved by: Bruce Fisher, Manager Financial Policy & Planning, FICT 902.490.4493

**Attachment 1**

**Municipal Commemorative Program: Vision Statement and Guiding Principles**

**Vision Statement**

The Halifax Explosion 100th Anniversary Commemoration will honour the memory of those who died and suffered as a result of the explosion, will educate current and future generations about the significance of the event, and will celebrate the resilience of Halifax in rising from destruction to restore the full potential of the city and its people.

**Guiding Principles**

1. It will be a solemn, respectful and reflective commemoration honouring the victims of the Halifax Explosion, the response, and the legacy.
2. It will acknowledge and tell the diverse personal, national and international story, which had a lasting legacy.
3. It will reflect diversity of all the communities impacted such as relatives of survivors, African Nova Scotian and Mi'kmaq communities.
4. It will educate and connect people, particularly youth, to the history and meaning of the Halifax explosion in different ways.
5. It will encourage community members participate through a variety of cultural and creative modes.
6. It will capture the local and National imagination and attention.
7. It will acknowledge and explore the scope of the compassionate response.
8. It will explore institutional responses to the impact of disaster, including within the context of war.
9. It will have a perpetual meaning for future generations.
10. Its legacy projects will strive to be compelling, meaningful, evocative and an enduring.

Attachment 2

**ADMINISTRATIVE ORDER NUMBER 2015-003-OP  
RESPECTING THE HALIFAX EXPLOSION 100<sup>TH</sup> ANNIVERSARY GRANTS PROGRAM**

**WHEREAS** the Council of the Halifax Regional Municipality wishes to commemorate the 100<sup>th</sup> Anniversary of the Halifax Explosion and the significant impact of this event on Halifax, Dartmouth and surrounding communities;

**AND WHEREAS** the Council of the Halifax Regional Municipality wishes to support the efforts of local not-for-profit organizations and charities in commemoration of the 100<sup>th</sup> Anniversary of the Halifax Explosion through project-specific 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 shall be known as the *Administrative Order on the Halifax Explosion 100<sup>th</sup> Anniversary Grants Program*.

**Interpretation**

2. In this Administrative Order,

- (a) “applicant” means an organization applying for funding under this Administrative Order;
- (b) “charity” means a charitable organization registered pursuant to the *Income Tax Act*, R.S.C. 1985, c 1 (5<sup>th</sup> Supp);
- (c) “Council” means the Council of the Halifax Regional Municipality;
- (d) “grant” means a transfer of funds to an organization subject to eligibility criteria;
- (e) “Municipal Commemorative Program” means the series of projects undertaken by the Municipality to commemorate the 100<sup>th</sup> Anniversary of the Halifax Explosion;
- (f) “Municipality” means the Halifax Regional Municipality;
- (g) “non-profit organization” means:
  - (i) a society incorporated pursuant to the *Societies Act*, R.S.N.S 1989, c.435;
  - (ii) a non-profit cooperative incorporated pursuant to the *Co-Operative Associations Act* R.S.N.S. 1989, c. 98;
  - (iii) a non-profit corporation incorporated pursuant to the *Canada Not-for-Profit Corporation Act* S.C. 2009, c. 23; or
  - (iv) a non-profit organization otherwise incorporated under an Act of the Nova Scotia Legislature or the Parliament of Canada.
- (h) “project-specific grant” means a financial award towards a non-recurring activity undertaken by an organization that is outside the normal course of annual operations.



(i) “review team” means a panel convened for the purpose of evaluating applications to the program and the development of a staff recommendation report.

(j) “Special Advisory Committee” means the Special Advisory Committee on the 100<sup>th</sup> Anniversary of the Halifax Explosion convened pursuant to Administrative Order 2014-005-GOV.

**Purpose**

3. The purpose of this Administrative Order is to further the Municipal Commemorative Program through the provision of grants to projects that commemorate the Halifax Explosion on its 100<sup>th</sup> Anniversary by:

- (a) honouring the memory of those who died and suffered as a result of the Halifax Explosion;
- (b) educating current and future generations about the significance of the event;
- (c) celebrating the resilience of persons and institutions; and
- (d) recognizing the provision of compassionate aid to citizens.

**Duration of Program**

4. The program shall commence in fiscal year 2015-16 and conclude no later than fiscal year 2017-18.

**Grants Available**

5. There is hereby established a grant program for projects commemorating the 100<sup>th</sup> Anniversary of the Halifax Explosion.

6. Applications will be accepted for grants for projects in any of the following categories:

(a) *Educational Initiatives*: Projects for children, youth and young adults that foster an appreciation for the Halifax Explosion’s physical, environmental, and social impact including the experience of children and youth;

(b) *Centennial Exhibit or Display*: the development of a permanent or temporary exhibition or display featuring the Halifax Explosion and accessible to the general public;

(c) *Interpretation*: The design, production, presentation and/or installation of an interpretive commemorative feature or work to recognize or symbolize a person, organization, practice or occupation, artefact, building or site of historic significance in relation to the Halifax Explosion or the event itself;

(d) *Ethno-cultural Historical Research and/or Presentation*: Non-commercial research or presentation documenting the immediate and enduring impact of the Halifax Explosion on the Mi’kmaq, African Nova Scotian, and local ethno-cultural communities; or

(e) *Ceremonial or Dedication Event*: A formal ceremony performed to honor the Halifax Explosion or an event or commemorative project to dedicate something for the purpose of remembrance.

7. The maximum value of a project-specific grant under this program shall be \$10,000 per fiscal year.

**Ineligible Expenses**

8. (1) A grant shall not be used for any of the following purposes:

- (a) privately owned real property, personal possessions or apparel;
- (b) remuneration to an individual, including to a member or officer of the applicant's Board of Directors;
- (c) loans or debt payment;
- (d) investments or savings;
- (e) food and beverages;
- (f) awards, souvenirs or personal gifts;
- (g) banquet, dinner, reception, meeting, clinic, or consumer/trade show;
- (h) professional training and development; and
- (i) fundraising.

(2) Notwithstanding clause 8(1)(b), a grant may be used for payment of professional fees to individuals retained under contract by the applicant in relation to the centennial project for which municipal funding is sought, provided that the individuals are not members of, or an employee of, the applicant.

**Application Requirements**

9. There shall be one (1) intake period per fiscal year. The intake period and application deadline shall be established by staff and advertised on the Municipality's website.

10. Late or incomplete applications shall not be reviewed or considered.

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

- (a) in person to:

Halifax Explosion 100<sup>th</sup> Anniversary Grants Program  
HRM Finance (Grants & Contributions)  
c/o Municipal Customer Service Centre  
40 Alderney Drive  
Dartmouth

or any Municipal Customer Service Centre.

- (b) by mail to:

Halifax Explosion 100<sup>th</sup> Anniversary Grants Program  
HRM Finance (Grants & Contributions)  
PO Box 1749  
Halifax, Nova Scotia B3J 3A5

12. All applications shall be in the format prescribed on the program's application form and shall include:

- (a) a description of the applicant and its goals, programs or services;
- (b) a detailed description of the project for which the grant is being applied;
- (c) an itemized budget for the project for which the grant is being applied;
- (d) disclosure of any other form of financial or in-kind municipal assistance in relation to the project for which funding is sought; and
- (e) a complete financial statement for the prior fiscal year.

13. All application forms shall be signed by two representatives of the applicant, of which one (1) shall be an Officer of the Board of Directors.

14. Only one (1) application will be considered per applicant per fiscal year, but successive application may be made to any subsequent call for submissions.

15. With the exception of a resolution by the Council, or a discretionary capital grant awarded pursuant to a District Capital Fund, funding shall not be provided to an applicant for a project that has already been awarded funds from another municipal grant program for the same fiscal year.

16. Retroactive funding shall not be considered.

**Applicant Eligibility**

17. (1) The applicant shall be a registered non-profit organization or charity.

(2) A non-profit organization shall be:

(a) a nursing, medical, athletic, educational, environmental, cultural, community, fraternal, recreational, religious, sporting or social organization within Nova Scotia; or

(b) a body corporate with the purpose of promoting or beautifying a business district.

(3) Notwithstanding subsection (1), an unincorporated non-profit group that has been operational for one year as of the date of the application may apply as part of a formal joint initiative with a non-profit organization or charity located within the geographic boundary of the Municipality. Proof of the joint initiative may be required.

18. The applicant shall have operated continuously as a non-profit organization or charity for one (1) year as of the date of the stated application deadline, with an active Board of Directors, constitution and by-laws, membership and financial records.

19. The Municipality will not accept an application using the registration number of an unrelated third party. Notwithstanding this restriction, applications will be accepted from a non-profit organization or charity organized into separate entities based on geographic representation, including local chapters, congregations or auxiliary branches, provided such entities are directly linked and subordinate to the registered non-profit or charity.

20. Applicants in default of their obligations to the Municipality under a grant program, or that are not current in payment of their municipal taxes, shall be given notice and an opportunity to remedy the situation. Applicants who do not remedy the situation will be ineligible for funding.

21. The following organizations are not eligible for funding:

- (a) government, government agent, board or commission including parties under contract to the Municipality;
- (b) an individual;
- (c) for-profit or commercial entities;
- (d) organizations aligned with a political party or to support the activities thereof;
- (e) unincorporated organizations, except when party to a formal collaborative partnership as described under Section 17(2) of this policy.

**Application Evaluation Criteria**

22. The following criteria will be used to evaluate applications:

- (a) the applicant is able to demonstrate a high probability of completing the project on or before December 6, 2017;
- (b) the project reflects one or more of the Special Advisory Committee on the 100<sup>th</sup> Anniversary of the Halifax Explosion guiding principles in terms of process and/or outcome;
- (c) Municipal funding realizes an outcome that would not occur, in whole or in part, without a grant;
- (d) the project fosters awareness, inclusivity, accessibility and a tone befitting a civic commemoration; and
- (e) any other matter staff considers relevant.

23. The Municipality reserves the right to seek independent verification of information provided in support of a grant request.

**Application Review Process**

24. The program shall be administered by staff of Finance & ICT (Grants & Contributions).

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

26. Ineligible applicants or those not recommended for funding may be referred to another municipal grant program if the organization and/or project expense is eligible for consideration under the other program's eligibility criteria.

27. Finance & ICT staff shall convene a review team who shall evaluate all submissions and prepare a report for the consideration of the Special Advisory Committee on the 100<sup>th</sup> Anniversary of the Halifax Explosion which shall make recommendations on grant funding to the Grants Committee.

28. The Grants Committee shall make recommendations on grant funding to Regional Council.

29. The question of grant funding for a particular organization and/or project pursuant to the Administrative Order may be referred by Council to a Standing Committee or to the Council in Committee for a recommendation to the Council on whether to provide grant funding.

30. Applicants shall be notified in writing of Council's decision.

31. Approval of grants is conditional on Council's approval of the annual program budget.
32. Final approval of all recommendations for a grant, and the amount thereof, is a decision of Council at its sole discretion.
33. Not all eligible applicants may receive funding.

**Conditions of Approval and Payment of Funds**

34. Grant monies shall be issued, in full, in installments or by reimbursement upon approval of the application.

35. Grant recipients shall be required to submit a final report on the funded project by the stated deadline to include a minimum of:

- (a) name of organization;
- (b) amount and purpose of grant;
- (c) total actual expenditures; and
- (d) original receipts and/or proof of payment for the Municipality's grant.

36. The applicant shall provide timely notification to staff of the Municipality's Finance & ICT (Grants & Contributions) Department in the following circumstances:

- (a) the applicant's operations cease or diminish; or
- (b) the project is not completed in whole or in part by the stated final report deadline.

37. If the applicant notifies Finance & ICT (Grants & Contributions) under Section 36, HRM may:

- (a) grant an extension of up to one (1) year; or
- (b) require a full or partial refund of the grant.

38. In the event of an extension granted under Section 37 (a) the organization's eligibility shall be suspended for further funding consideration under a subsequent call for submission to the 100<sup>th</sup> Anniversary of the Halifax Explosion Grants Program.

39. The Municipality reserves the right to recover any expenditure of municipal funds not in compliance with the terms and conditions of the award approved by Regional Council.

40. The Municipality's support shall be recognized in accordance with HRM Corporate Communications protocols.

**Scope**

41. 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.

Done and passed this            day of            , 2015

\_\_\_\_\_  
Mayor

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

I, Cathy Mellett, Municipal Clerk of the Halifax Regional Municipality, hereby certify that the above noted Administrative Order was passed at a meeting of Halifax Regional Council held on -----, 2015.

\_\_\_\_\_  
Cathy Mellett, Municipal Clerk

Attachment 3

Proposed Decision-Making Process

