

**ADMINISTRATIVE ORDER NUMBER 2015-003-ADM
RESPECTING THE HALIFAX EXPLOSION 100TH ANNIVERSARY GRANTS PROGRAM**

WHEREAS the Council of the Halifax Regional Municipality wishes to commemorate the 100th 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 100th 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 100th 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 (5th 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 100th 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 of HRM staff convened by the Director of Finance and ICT 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 100th 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 100th 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 100th 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 100th 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 100th 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(3) 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 100th 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 100th 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 100th 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 6th day of October, 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 October 6, 2015.

Cathy Mellett, Municipal Clerk

Notice of Motion:
Approved:

September 22, 2015
October 6, 2015