

Item No. 11.1.12
Halifax Regional Council
July 5, 2011

TO: Mayor Kelly and Members of Halifax Regional Council
Original signed by 

SUBMITTED BY: _____
Richard Butts, Chief Administrative Officer
Original Signed by _____
Mike Labrecque, Deputy Chief Administrative Officer, Operations

DATE: June 24, 2011

SUBJECT: Festival and Events Grant Funding Request – First Intake

ORIGIN

This report originates from staff at the request of the Chair, Special Events Advisory Committee.

RECOMMENDATION

It is recommended that Halifax Regional Council approve the 2011/12 Festival & Events grant awards (1st Intake) for a total of \$25,000, funded from operating account C760-Community/Civic Events as identified in Table 1 of the staff report dated June 10, 2011.

BACKGROUND

The Special Event Advisory Committee (SEAC) is established to provide Regional Council with advice respecting four event granting programs:

- a) Hallmark Event Grant Program
- b) Non-Annual Event Grant Program
- c) Summer Festival Grant Program
- d) Festival & Event Grant Program

The grant evaluation process is administered by Civic Events staff. A staff report is prepared and tabled with SEAC for consideration and recommendation to Regional Council.

DISCUSSION

The staff report has not been deliberated by SEAC. This report was delayed for several reasons:

- a) SEAC agreed to revisit the need for a sub-committee, and a decision to waive this matter was only reached at its April 13, 2011 meeting.
- b) The intensity and number of meetings involved in the grant decision making process is significant, and as the four month process of review nears completion, it is increasingly more difficult to sustain a quorum for the volunteer committee.
- c) In anticipation of the release of the Auditor General's report on granting, staff elected to ensure the staff report was consistent with any potential recommendations.

Given that the nature of this Festival & Event grant program is time sensitive, and could adversely impact the delivery of many local events, SEAC's Chair has requested that staff advance this report directly to Regional Council for consideration.

BUDGET IMPLICATIONS

As outlined in the staff report dated June 10, 2011.

FINANCIAL MANAGEMENT POLICIES/BUSINESS PLAN

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

COMMUNITY ENGAGEMENT

As outlined in the staff report dated June 10, 2011.

ALTERNATIVES

As outlined in the staff report dated June 10, 2011.

ATTACHMENTS

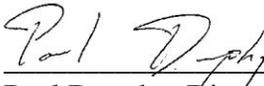
Staff report - Festival and Events Grant Funding Request – First Intake

A copy of this report can be obtained online at <http://www.halifax.ca/council/agendasc/cagenda.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: Andrew Whittemore, Manager, Community Relations & Cultural Affairs, 490-1585

Special Events Advisory Committee
June 24, 2011

TO: Special Events Advisory Committee

SUBMITTED BY: 
Paul Dunphy, Director, Community Development

DATE: June 10, 2011

SUBJECT: Festival and Events Grant Funding Request – First Intake

ORIGIN

HRM's biannual Civic Event Granting Program solicited several grant applications during Phase One (Oct-Jan) of the process which require the consideration of the Special Events Advisory Committee before recommendations are tabled with Regional Council.

RECOMMENDATION

It is recommended that the Special Events Advisory Committee recommend that Regional Council approve the 2011/12 Festival & Events grant awards (1st Intake) for a total of \$25,000, funded from operating account C760-Community/Civic Events as identified in Table 1.

BACKGROUND

The Special Events Advisory Committee (SEAC) governs four streams of HRM event granting services including:

- (a) Hallmark Events
- (b) Non-Annual Major Events
- (c) Summer Festivals
- (d) Festivals and Events.

This is the final report in a series of four, it addresses event applications for 2011/12 Festival and Events grant program.

Festival and Events Program

The Festival and Event program is used to support annual, small scale, local community based events in various categories. The total value of the grant program is \$35,000 (\$10,000 of this program budget is provided pending Provincial government approval).

1. Grant Application and Evaluation Process:

There are two intake processes for all HRM event granting. The first intake process begins the last Friday of October and closes the last Friday of January. The second intake process opens the last Friday in May and closes the last Friday of August. Grant applications are located on HRM web page with accompanying instructions. Each intake process requires several steps until a final decision is made by Regional Council, as outlined below:

Step One: Grant Application Submission

Candidate applications are submitted. Upon receipt, staff forwards a letter confirming receipt of the application. An application reference number is provided. If the event organizer has not received confirmation within 10 business days after submitting an application, the web page encourages them to contact HRM.

Step Two: Eligibility Screening

Applications are reviewed to determine eligibility and whether the proposal qualifies for a specific grant program.

a) Organizational Status:

While the approved civic event policy framework is silent respecting group status, Section **80(2)** of the Halifax Regional Municipality Charter states “The Municipality may not provide any form of direct financial assistance to a business or industry”. Further, Section **88 (1)** states Council may expend money for purposes of “a grant or contribution to...any charitable...cultural, community, sporting or social organization within the Province. It should be noted that moneys expended for grants through the Marketing Levy Special Events Reserve are excluded from these provision, as the Marketing Levy is governed by its own legislation.

Further, pursuant HRM's Policy Statement for Non-Profit Registration Eligibility Requirements, in some cases, SEAC may choose to consider an application from an unregistered, community-based, organization. Applications will be advanced where staff determines a delay may be detrimental to the community of interest. In such cases, there must be strong rationale for considering an unregistered group – including but not limited: length of duration (short-term projects i.e. events); partnership opportunities, public safety etc.

b) Event Type:

The approved Civic Event Policy framework guides all decision respecting the events types may be considered for funding which include:

- Community-based festival large or small events encompassing a broad definition of culture, including music and other performances, crafts, cuisine, or other cultural expressions of the community.
- Professional festival performing, visual, media or literary arts festivals with professional administration and paid artistic participants.
- Community celebrations-one-day events with a significant cultural component actively programmed around a theme, anniversary or companion activity.
- Parades

Step Three: Staff Review

Staff team is struck to review all eligible applications, and to make recommendations to SEAC based on the following guidelines:

- May be an annual event;
- Competitions do not qualify for funding;
- Local sport competitions do not qualify;
- Fundraising dinners/functions of a similar nature are not eligible for funding;
- Preference is not given to new events;
- Community and corporate support for the event must be evident;
- Events must be accessible to the general public;
- Emphasis must be on low cost gate fees;

Step Four: Special Events Advisory Committee Deliberations

Upon review of all applications, SEAC prepares and forwards its recommendations to Regional Council. A committee report is tabled for Council's consideration.

Step Five: Regional Council Decision

Upon review of the recommendations provided by the SEAC, Regional Council makes a final decision on the proposed grants. Successful and unsuccessful grant applicants are officially notified by letter of the grant amount awarded.

2. The Proposed Eligible Events

Upon review, staff determined that all 29 applications submitted were eligible for consideration through the Festival & Events program. The following provides a brief description of each:

Name: Atlantic Book Awards & Festival

When: May 12-19, 2011

Where: Various locations throughout HRM

Program Description: A celebration of Atlantic Canadian authors, illustrators and book publishers that includes author readings, book launches, panel discussions, school visits and other free events featuring nominees.

Attendance Size: 1000

Budget: \$100,000 (society budget)

Name: Canada Day Weekend Festival – Upper Hammonds Plains

When: July 1-3, 2011

Where: Upper Hammonds Plains Community Centre

Program Description: Free event with ball and field games, dances, inflatable bouncers, community parade, basketball games, community picnic/ BBQ and socials.

Attendance Size: 300

Budget: \$7,500

Name: Canada Day BBQ and community social

When: July 1, 2011

Where: Lakeview Park, 195 Third Ave. Lakeview, NS

Program Description: The celebration includes a parade, a raising of the flag, national anthem, BBQ, activities for children, and music.

Attendance Size: Over 200

Budget: \$700

Name: Canada Day Celebration (Lake Echo Lions Club)

When: July 1, 2011

Where: 3168 #7 Highway, Lake Echo

Program Description: All community members are welcomed for kid games, handout, balloons, hot dogs, water, pop, cake, to meet members of their community and celebrate by singing 'O Canada'

Attendance Size: 200

Budget: \$500

Name: Dartmouth North Community Carnival

When: July 27, 2011

Where: Dartmouth North Community Centre

Program Description: Community Pride and Togetherness. Event put on by non-profit organizations and community residents living in Dartmouth North. The event offers BBQ hotdogs/hamburgers, cotton candy, popcorn, games and prizes for the kids, bouncy castles, and entertainment such as dancers, singers, clowns and magicians. There is a community bingo for adults and seniors.

Attendance Size: 500 - 800

Budget: \$6,897.75

Name: 4th Annual Dingle Natal Day Beach Party

When: August 1, 2011

Where: Sir Sanford Fleming Park, Dingle Beach Area

Program Description: Musical performances, children games and activities, water activities such as canoeing, food and refreshments

Attendance Size: 2,000

Budget: \$5,700

Name: Fall Flamenco Festival

When: October 22-30, 2011

Where: Various Locations in HRM

Program Description: Fall of Flamenco is a week-long festival which includes concerts, demonstrations, workshops, and a main stage performance featuring artists from Spain.

Attendance Size: 1,500

Budget: \$92,800

Name: Festival of Fire

When: March 15, 2011

Where: Hatfield Farm, Hammonds Plains

Program Description: Long standing tradition in Iranian Culture. Gathering to discuss the significance of the spring in Iranian Culture. Small bonfire last until the next morning is the symbol of "keeping the sun alive"

Attendance Size: 300

Budget: \$7,050

Name: Fall River Canal Days

Date: June 30 - July 3, 2011

Location: Fall River

Program Description: Event starts with a public dance on June 30th. Art shows run from July 1 to July 3. Majority of events take place on July 1-2 and entertainment includes community breakfast, pre-teen dance, canoe parade, fishing derby, water races, outdoor concerts, fireworks and more.

Attendance: 12,500

Budget: \$32,379

Name: Farrell Hall Summer Celebration

Date: July 31, 2011

Location: Farrell Hall, Dartmouth

Program Description: The event provides entertainment for all ages. Activities include bouncy castles, dunk tank, a community dance, BBQ and more. The event is free to the public.

Attendance: 500

Budget: \$377,000 (society budget)

Name: Fiesta Days Fireworks

When: July 10, 2011

Where: Lake Echo Community Centre

Program Description: A fireworks display at the end of Fiesta Days.

Attendance Size: 250

Budget: \$2000.00

Name: Halifax Comedy Festival

When: April 13-16, 2011

Where: Several Venues; including but not limited to Casino Nova Scotia

Program Description: Multi-day festival highlighting our regional, national and international comedic talent.

Attendance Size: 4,500

Budget: \$437,605

Name: Halifax Public Garden Bandstand Concert

When: May 23, 2011

Where: Halifax Public Gardens, Halifax

Program Description: Re-opening of the restored Public Garden Band shell with music, improve theatre and fireworks.

Attendance Size: 500

Budget: \$6,000.00

Name: Kidz Fest 2011

When: October 1, 2011

Where: Marine Drive Pentecostal Church, Musquodoboit Harbour

Program Description: Community BBQ, fun activities, football game, face painting, horses rides and bouncy castles.

Attendance Size: 500

Budget: \$3,100.00

Name: Kings View Academy's 2nd Annual Kite Flying Festival

Date: May 7, 2011

Location: Commons, Halifax

Program Description: The Second Annual Kings View Academy Kite Festival is a multi-cultural, family-oriented event open to kite enthusiasts of all ages. This event promises to be a wholesome, fun, and educational activity to fly a colourful display of kites over our community. The event is open and free to the public.

Attendance size: 500 people

Budget: \$7,067

Name: Kiwanis Mother Goose Festival

When: July 30, 2011

Where: Ferry Terminal Park, Dartmouth

Program Description: The event includes games, art and activities for children, bouncy castles, a petting zoo, reading tents and short plays written and delivered by a local theatre company. It

takes place in a civic park and is accessible to everyone.

Attendance Size: 8,000

Budget: \$13,000

Name: Lions' Summer Fair

Date: July 26 - July 31

Location: Musquodoboit Harbour

Program Description: The Lions' Summer Fair is 6 days of events for the whole family. Some of the events are: crib tournament, ball tournament, midway, community suppers, variety shows, fireworks and much more. The event is free to the public.

Attendance: 6000

Budget: \$12,878.25

Name: Mastodon Day

When: July 16, 2011

Where: Carroll's Corner

Program Description: Birthday celebration featuring a community breakfast, parade, opening ceremonies, games, inflatables, BBQ, entertainment, sports tournament, adult dance party

Attendance Size: 500

Budget: \$4,889

Name: Northern Lights Lantern Festival

When: August 13, 2011

Where: Merv Sullivan Memorial Park

Program Description: Free BBQ, free drinks, games, lantern making, entertainment, petting zoo, lantern parade possession and fireworks display

Attendance Size: 6,500

Budget: \$18,164

Name: Norooz

When: March 20, 2011

Where: Pier 21

Program Description: Setting of the table spread, displaying the 7 symbolic items representing different aspects of nature renewing itself and our lives connections to them.

Attendance Size: 400-500

Budget: \$13,000

Name: Nova Scotia Kiwanis Music Festival

When: April 28-19, 2011

Where: Various Locations throughout HRM

Program Description: Hundreds of classes, both competitive and non-competitive, representing approximately 10,000 student performances. The Festival attracts nationally acclaimed adjudicators and music educators, giving HRM students the opportunity to receive valuable instruction from some of Canada's most accomplished musical talents

Attendance Size: 10,000

Budget: \$133,800

Name: Refugee Camp in the Heart of the City

When: September 15 – 18, 2011

Where: Garrison Grounds, Halifax

Program Description: A field sized camp made up of materials used by Doctors Without Borders around the world. Free to the public and the tour of the camp will take 45 – 60 minutes to complete.

Attendance Size: 4000

Budget: \$47,000

Name: Sackville Christmas Tree Lighting

When: December 1, 2011

Where: Sackville Library

Program Description: Free event with tree lighting, local entertainment, hot chocolate, and a visit from Santa.

Attendance Size: 3000

Budget: \$7,410

Name: Siozdah De Dar (Getting Rid of the Thirteenth)

When: April 2, 2011

Where: Fleming park, dingle road, Halifax

Program Description: Persian celebration. 13th is traditionally unlucky in Persian culture. People are encouraged to leave their house and spend the day outside. It is an ancient tradition. Iranian Cultural Society of NS is doing the event to encourage youth to get in touch with their roots.

Attendance Size: 300

Budget: \$2,377.50

Name: Sambro Wester Days 2011

When: August 12-12, 2011

Where: Sambro, NS

Program Description: Ball games to kick off the event, historical water tours, walking tours, children carnival, washer toss tournament, community parade, historic dory racing demonstrations, adult dance, adult comedy show, beer garden, blessing of the fleet, church lunch/super, down home local musical show, closing firework display

Attendance Size: 2,000

Budget: \$49,210.00

Name: Urban Farm Museum Society of Spryfield 15th Birthday party

When: Saturday, June 11, 2011

Where: Urban Farm, Rockingstone Drive

Program Description: Birthday celebration. Garden tours, music, cake, ice cream, face painting, entertainment

Attendance Size: 150-200

Budget: \$8,310

Name: Tangier Homecoming

Date: July 29 - August 1

Location: Tangier

Program Description: The event includes a meet and greet for the community including a display of historical pictures. The event will host a Christmas concert featuring old time dancing, old time box social and it will conclude with a fireworks show.

Attendance: 100

Budget: \$1,000

Name: Tunes @ Noon

When: July 13 – September 9, 2011

Where: Grand Parade, Halifax

Program Description: A diverse series of concerts that are free to the public every week on Wednesday, Thursday and Friday from 12:00 pm – 1:00 pm.

Attendance Size: 2500

Budget: \$12,100

Name: Viva Flamenco! Canada Day

When: July 1, 2011

Where: Sackville Landing, Halifax Waterfront

Program Description: A free performance featuring guitarists, percussionists and solo and ensemble dancing.

Attendance Size: 350

Budget: \$750

Name: Ward 5, 30th Annual Block Park

When: August, 25, 2011

Where: Russell Street Halifax NS

Program Description: Open street party. Directed at children, seniors and families. No fee. Programs include games, drinks, BBQ, prizes, and entertainment.

Attendance Size: 1,500 people

Budget: \$3,275

DISCUSSION

This report is intended to assist SEAC in its deliberations respecting the Festival and Events grant allocation for 2011-2012. As noted in the background, the Festival and Event program is used to support local events in various categories defined by the Civic Events Policy. The total value of the grant program is \$35,000, of which \$25,000 is allocated through HRM operating budget, and \$10,000 from a provincial grant. The first intake process is limited to the \$25,000 with the remaining \$10,000 earmarked for the second intake process. In evaluating each application, staff first apply the following granting criteria:

- **Free/ low cost**
- **Arts & culture included**
- **Accessible to general public**

- **Publicized/ Marketed Community engagement**
- **Budget**
- **Anticipated participation numbers**
- **Event impact and quality**
- **Principles of fairness, equity, and precedence**

Additionally, each event is screened against the following three definitions:

- Community Festivals** – More than one day events operated by non-profit community committees and encompass a broad definition of culture. Minimum grant amount awarded is \$500 with a maximum \$1,500.
- Community Celebrations** – More than one day events operated by non-profit community committees and encompass a broad definition of culture. Minimum grant amount awarded is \$250 with a maximum of \$500.
- Professional Festival** – Events produced by non-profit committees occurring for longer than one day that have secured commercial and government sponsorship with budgets over \$50,000 that professional advance arts and culture. These events have paid artistic participants and usually administration however, the focus is still on community engagement and low cost/ free access to the public. Minimum grant amount awarded is \$1,000 with a maximum of \$5,000.

1. Review and Analysis

The following provides a brief overview of the analysis for each event and proposed recommendation, which are summarized for ease in Table 1.

a) Community Festivals

Upon review, staff have assessed the applications and recommends that 17 events fall within the professional festival category with the following grant awards:

- Staff recommends an award of \$500 to the following events based on the fact that each event meets the minimum criteria:
 - *Atlantic Book Awards & Festival*
 - *Dartmouth North Community Fair*
 - *Dingle Beach Natal Day Festival*
 - *Farrell Hall Summer Celebration*
 - *Halifax Public Gardens Bandstand Concert*
 - *Hammonds Plains Canada Day Festival*
 - *Kidz Fest*
 - *King's View Academy's 2nd Annual Kite Flying Festival*
 - *Mastodon Days*
 - *Refugee Camp in the Heart of the City*
 - *Sambro Sou Wester Days*
 - *Tangier Homecoming*

2. Staff recommends an award of \$1,000 to the following events based on the fact that each event meets the minimum criteria, has anticipated higher level of attendance and a larger event budget:
 - *Fall River Canal Days*
 - *Fiesta Days Fireworks - Lake Echo Days*
3. Staff recommends an award of \$1,500 to the following events based on the fact that each event meets the minimum criteria, has an anticipated attendance exceeding 5,000, with a budget that shows proportional good value, and event organizers with a good track record of delivering quality.
 - *Kiwanis Mother Goose Festival*
 - *Musquodoboit Lion's Summer Fair*
 - *Northern Lights Lantern Festival*

b) Community Celebrations

Upon review, staff have assessed the applications and recommends that 9 events fall within the professional festival category with the following grant awards:

1. Staff recommends an award of \$250 to the following events based on the fact they each event meets only the minimum criteria:
 - *Canada Day BBQ – Lake Echo*
 - *Canada Day BBQ – Lake View*
2. Staff recommends an award of \$500 to the following events based on the fact they each event meets the minimum criteria, as well as an have a higher anticipated level of attendance:
 - *Fire Festival*
 - *Norooz*
 - *Sackville Christmas Tree Lighting*
 - *Siozdah Be Dar - Getting Rid of the Thirteenth*
 - *Spryfield Urban Farm Celebration*
 - *Viva La Flamenco Canada Day*
 - *Ward 5 Block Party*

c) Professional Festivals

Upon review, staff have assessed the applications and recommend that 4 events fall within the professional festival category with the following grant awards:

1. Staff recommends an award of \$1,000 to the following event based on the fact that the event meets the minimum criteria, has an anticipated attendance exceeding 2,500, with a budget that shows proportional good value, and event organizers with a good track record of delivering quality events. The event also is supported by the business and offers free events accessible to the public.
 - *Tunes @ Noon*

2. Staff recommends an award of \$1,500 to the following event based on the fact that the event meets the minimum criteria, has an anticipated attendance exceeding 1,500, with a budget that shows proportional good value, and event organizers with a good track record of delivering quality events. The event demonstrates a professional caliber of art and culture, is supported by multiple sponsors/ partners, and offers a free and low cost event accessible to the public.
 - *Fall For Flamenco*

3. Staff recommends an award of \$2,500 to the following event based on the fact that the event meets the minimum criteria, has an anticipated attendance exceeding 10,000, with a significant budget and event organizers with a good track record of delivering quality events. The event offers both free and low cost events accessible to the public.
 - *Nova Scotia Kiwanis Music Festival*

4. Staff recommends an award of \$3,500 to the following event based on the fact that the event meets the minimum criteria, has an anticipated attendance exceeding 5,000, with a significant budget and event organizers with a good track record of delivering quality events. The event demonstrates a professional caliber of art and culture, is supported by multiple sponsors/ partners, and offers both free and low cost events accessible to the public.
 - *Halifax Comedy Fest*

TABLE 1: PROPOSED FUNDING FESTIVAL AND EVENTS GRANT PROGRAM (C760)		
Event Name	Requested	Proposed
<i>a) Community Festivals</i>		
Atlantic Book Awards & Festival	\$2,000	\$500
Dartmouth North Community Fair	\$4,797	\$500
Dingle Beach Natal Day Festival	\$1,000	\$500
Fall River Canal Days	\$7,000	\$1,000
Farrell Hall Summer Celebration	\$5,000	\$500
Fiesta Days Fireworks - Lake Echo Days	\$2,000	\$1,000
Halifax Public Gardens Bandstand Concert	\$4,000	\$500
Hammonds Plains Canada Day Festival	\$500	\$500
Kidz Fest	\$4,000	\$500
King's View Academy's 2nd Annual Kite Flying Festival	\$2,500	\$500
Kiwanis Mother Goose Festival	\$2,000	\$1,500
Mastadon Days	\$1,600	\$500
Musquodoboit Lion's Summer Fair	\$4,000	\$1,500
Northern Lights Lantern Festival	\$1,600	\$1,500
Refugee Camp in the Heart of the City	\$7,500	\$500
Sambro Sou Wester Days	\$12,500	\$500
Tangier Homecoming	\$1,000	\$500

Sub-Total	\$62,997	\$12,500
<i>b) Community Celebrations</i>		
Canada Day BBQ – Lake Echo	\$500	\$250
Canada Day BBQ – Lake View	\$700	\$250
Fire Festival	\$2,500	\$500
Norooz	\$5,000	\$500
Sackville Christmas Tree Lighting	\$3,500	\$500
Siozdah Be Dar - Getting Rid of the Thirteenth	\$2,500	\$500
Spryfield Urban Farm Celebration	\$3,650	\$500
Viva La Flamenco Canada Day	\$750	\$500
Ward 5 Block Party	\$1,000	\$500
Sub-Total	20,100	\$4,000
<i>c) Professional Festivals</i>		
Fall For Flamenco	\$5,000	\$1,500
Halifax Comedy Fest	\$25,000	\$3,500
Nova Scotia Kiwanis Music Festival	\$5,000	\$2,500
Tunes@Noon	\$12,000	\$1,000
Sub-Total	\$47,000	\$8,500
TOTAL	\$ 130,097	\$25,000

BUDGET IMPLICATIONS

The funding for the 2011/12 Festivals & Events grant awards (1st Intake), totaling \$25,000, can be accommodated within operating account C760-Community/Civic Events. Council is considering many expenditure saving options. Approving the granting amounts will preclude these from any budget reduction considerations.

FINANCIAL MANAGEMENT POLICIES/BUSINESS PLAN

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

COMMUNITY ENGAGEMENT

Community engagement for this process involves staff seeking the input of relevant and knowledgeable stakeholders through the Special Event Advisory Committee to advise on the proposed events. Event organizers are also invited to attend a SEAC meeting to present and to answer questions.

ALTERNATIVES

Alternative 1: SEAC could approve the report with amendments.

Alternative 2: SEAC could not approve the report (this is not staff's recommendation).

ATTACHMENTS

None

A copy of this report can be obtained online at <http://www.halifax.ca/council/agendasc/cagenda.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: Paul Forrest/Event Coordinator, Community Relations & Cultural Affairs, 490-6979

Report Approved by:



Andrew Whittemore, Manager, Community Relations & Cultural Affairs, 490-1585



Financial Approval by:

Bruce Fisher, Acting Director of Finance, 490-6308
