

Item No. 10.3.4
Halifax Regional Council
July 3, 2012

TO: Mayor Kelly and ~~Members of Halifax Regional Council~~

Original signed

SUBMITTED BY: Councillor Barry Dalrymple, Chair, Grants Committee

DATE: June 12, 2012

SUBJECT: Canadian Naval Memorial HMCS Sackville

SUPPLEMENTARY REPORT

ORIGIN

March 6, 2012 Grant Committee report and January 9, 2012 staff report attached as Attachments 1 and 2 to this report.

RECOMMENDATION

It is recommended that Halifax Regional Council direct staff to release the \$50,000 capital grant award from account M311-8004 *Community Grants Program* to the Canadian Naval Memorial Trust towards professional fees for an international design competition in relation to the proposed Naval Memorial Hall I in accordance with the terms and conditions defined in the Discussion section of the March 6, 2012 Grant Committee report and the January 9, 2012 staff report attached as Attachments 1 and 2 to this report.

BACKGROUND

The March 6, 2012 Grant Committee report, January 9, 2012 staff report as well as various correspondence between HRM Staff and the Naval Memorial Trust dated March 30, 2012, March 31, 2012, April 30, 2012 and May 8, 2012.

DISCUSSION

The proposed grant award of \$50,000 was given conditional approval on March 20, 2012 by Council pending receipt of further information requested by the Grants Committee: see the March 20, 2012 motion of Halifax Regional Council as follows:

MOVED by Councillor Dalrymple, seconded by Councillor Hendsbee that Halifax Regional Council:

- 1. Approve a one time capital grant of \$50,000 from account M311-8004 Community Grant Program to the Canadian Naval Memorial Trust, conditional upon future payment schedule subject to additional information requested by the Grants Committee, towards professional fees for an international design competition in relation to the proposed Naval Memorial Hall in accordance with the terms and conditions defined in the Discussion section of the January 9, 2012 report; and***
- 2. Approve assignment of an HRM representative to serve on the Design Competition Committee.***

MOTION PUT AND PASSED.

HRM Staff have been in communication with the Naval Memorial Trust and have received the requested information in a letter dated April 30, 2012 and various meetings held with the group. The information was presented to the Grants Committee on June 11, 2012.

Following review of the information received, the Grants Committee recommends that Halifax Regional Council direct staff to release the \$50,000 capital grant award from account M311-8004 to the Canadian Naval Memorial Trust.

BUDGET IMPLICATIONS

As per the March 6, 2012 Grant Committee report and the January 9, 2012 staff report attached as Attachments 1 and 2 to this report.

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 per the March 6, 2012 Grant Committee report and January 9, 2012 staff report attached as Attachments 1 and 2 to this report.

ENVIRONMENTAL IMPLICATIONS

None indicated.

ALTERNATIVES

None recommended.

ATTACHMENTS

1. March 6, 2012 Grant Committee report.
2. January 9, 2012 staff report.
3. March 30, 2012 correspondence from HRM staff to the Naval Memorial Trust.
4. March 31, 2012 correspondence from HRM staff to the Naval Memorial Trust.
5. April 30, 2012 correspondence from the Naval Memorial Trust to HRM staff.
6. May 8, 2012 correspondence from HRM Staff to the Naval Memorial Trust.

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: Chris Newson, Legislative Assistant, 490-6732



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

Item No. 11.4.1
Halifax Regional Council
March 20, 2012

TO: Mayor Kelly and Members of Halifax Regional Council

SUBMITTED BY: Original signed
Councillor Barry Dalrymple, Chair, Grants Committee

DATE: March 6, 2012

SUBJECT: Canadian Naval Memorial Trust - Funding Request

ORIGIN

The January 9, 2012 staff report and March 5, 2012 Grants Committee meeting.

RECOMMENDATION

It is recommended that Halifax Regional Council:

1. Approve a one time capital grant of \$50,000 from account M311-8004 Community Grant Program to the Canadian Naval Memorial Trust, conditional upon future payment schedule subject to additional information requested by the Grants Committee, towards professional fees for an international design competition in relation to the proposed Naval Memorial Hall in accordance with the terms and conditions defined in the Discussion section of the January 9, 2012 report; and,
2. Approve assignment of an HRM representative to serve on the Design Competition Committee.

BACKGROUND

As per the January 9, 2012 staff report attached as Attachment 1.

DISCUSSION

The Grants Committee discussed the January 9, 2012 staff report at their March 5, 2012 meeting and requested that staff obtain the following additional information from the applicant as condition for the approval of the proposed one time \$50,000 capital grant:

1. Staff were requested to include a threshold amount to be obtained for the design competition expected cost of \$750,000 prior to HRM releasing the funds. The applicant is to provide information on whether or not the project would proceed, be modified or terminated if less than \$750,000 is raised by a specific time. The most recent figures available to staff show 46% funding confirmed for the Design Competition Project.
2. Clarification that HRM funds are to be used for the design competition itself and not for general office administration;
3. Reassurance of the probability of the applicant raising future capital funding and the timeline for that funding goal to be met.

The Grants Committee then passed the motion recommending a one time capital grant of \$50,000 conditional upon the above noted requests.

BUDGET IMPLICATIONS

As per the January 9, 2012 staff report attached as Attachment 1.

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

The Grants Committee is comprised of six citizens at large and six elected officials representing the six HRM Community Councils. The matter was discussed at a Grants Committee meeting open to the public.

ALTERNATIVES

1. Halifax Regional Council may choose not to approve the one time \$50,000 capital grant to the Canadian Naval Memorial Trust towards professional fees for an international design competition in relation to the proposed Naval Memorial Hall in accordance with

the terms and conditions defined in the Discussion section of the January 9, 2012 report; and, may choose not to approve the assignment of an HRM representative to serve on the design competition committee. This is not the recommended option.

ATTACHMENTS

1. January 9, 2012 staff report.

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: [Chris Newson, Legislative Assistant, 490-6732]



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

HRM Grants Committee
March 5, 2012

TO: Chair and Members of HRM Grants Committee

Original signed

SUBMITTED BY: _____
Brad Anguish, Director, Community & Recreation Services

DATE: January 9, 2012

SUBJECT: Canadian Naval Memorial Trust – Funding Request

ORIGIN

January 25, 2011 – Regional Council requested a staff report regarding HRM's ability to grant funding to the Canadian Naval Memorial Trust for a design competition in relation to a proposed permanent installation to preserve HMCS Sackville, Canada's national naval memorial, and the proposed expansion of the Maritime Museum of the Atlantic. An Information Report was tabled at the Regional Council meeting of April 19, 2011.

July 11, 2011 – HRM Grants Committee requested a staff report with recommendations regarding a grant request from the Canadian Naval Memorial Trust in the amount of \$100,000 towards a design competition for a proposed Naval Memorial Hall.

RECOMMENDATION

It is recommended that the HRM Grants Committee recommend that Halifax Regional Council approve:

1. A capital grant of \$50,000 from account M311-8004 *Community Grants Program* to the Canadian Naval Memorial Trust towards professional fees for an international design competition in relation to the proposed Naval Memorial Hall in accordance with the terms and conditions defined in the Discussion section of this report; and
2. Approve assignment of an HRM representative to serve on the design competition committee.

BACKGROUND

The Canadian Naval Memorial Trust (the Trust) has requested a grant towards an international design competition to preserve and interpret HMCS Sackville, Canada's national naval memorial. The design competition is expected to cost a total of \$750,000, of which approximately half of the funding has been raised to date from other levels of government and private donations. The project is expected to include an enclosed seawater berth and adjacent interpretation pavilion (Naval Memorial Hall). Naval Memorial Hall is to include dedications to those who lost their lives in the service of the Canadian Navy, commemorative and ceremonial events, and historical information. The capital cost estimates for the Canadian Naval Heritage Centre and HMCS Sackville/Naval Memorial Hall are in the \$16,000,000-\$25,000,000 range. Additional background documentation is provided in **Attachment 1** of this report.

DISCUSSION

Canadian Naval Memorial Trust Request:

In January, 2011, the Canadian Naval Memorial Trust requested a grant in the amount of \$100,000 paid over two years towards an international design competition for a permanent seawater berth for HMCS Sackville and an interpretive structure (Naval Memorial Hall).

In a letter to HRM dated July 14, 2011, the Canadian Naval Memorial Trust amended their previous request to a cash grant of \$50,000 and the provision of HRM-owned office space in the Halifax Ferry Terminal Building for a period of three (3) years. As well, an HRM representative has been requested to serve on the design competition committee.

Request for Office Space:

HRM reviewed the request for the use of the Halifax Ferry Terminal building but it was determined that the Halifax Ferry Terminal is required for municipal operations. Therefore, the Trust has secured alternate space in the private market.

Funding Recommendation:

Staff recommend that the Grants Committee recommend that Regional Council approve a capital grant of \$50,000 from account M311-8004 *Community Grants Program* to the Canadian Naval Memorial Trust towards professional fees for an international design competition in relation to the proposed Naval Memorial Hall in accordance with the terms and conditions. In accordance with the *Community Grants Program (M311-8004)* funding criteria, salaries and wages, recurring core operating costs, and fundraising are ineligible. Therefore, eligible expenses are limited to those expenses directly related to the design competition such as the professional fees and marketing expense directly related to the competition. A capital grant of \$50,000 exceeds the program's funding threshold of up to \$25,000, however as the threshold is a guideline, Regional Council can approve a grant which exceeds the funding threshold.

The following HRM strategies provide rationale for HRM consideration of funding towards this project:

HRM Regional Plan: Halifax Harbour plays an important role as an international gateway and a major contributor to the local economy. The Harbour is also a key feature in defining the region's culture and is an important environmental ecosystem. Preserving the historic and cultural features of HRM's marine heritage is an important aspect of the Halifax Harbour Planning Initiative, a component of the HRM Regional Plan.

Downtown Halifax Secondary Planning Strategy: Maintaining a distinctive downtown by preserving and reinforcing elements that impart a sense of history, culture and a unique natural setting is one of the strategy's guiding principles. The vision for the waterfront is a regional hub for commerce, culture and tourism.

HRM Cultural Plan: The plan seeks support for investment in the region's culture for the long-term social and economic benefits and states that HRM will work with multi-sector partners in funding cultural development. The proposed development of an iconic attraction located on the Halifax Waterfront with the potential to realize a synergistic partnership with the Maritime Museum of the Atlantic represents a strategic opportunity for HRM to enhance an existing cultural destination and expanded educational opportunities.

Request for Design Competition Committee Representation:

An HRM representative has been requested to serve on the design competition committee. The staff member's role is to provide technical expertise to the project in relation to the HRM Cultural Plan, the HRM Regional Plan and its derivative *HRMbyDesign*, the HRM 2011-2016 Economic Development Strategy: A Greater Halifax, and liaison with other departmental staff as required. The time expectation is approximately 1-2 days per month to ensure that the project is following the above noted HRM strategies.

The proposed terms and conditions of funding are:

- A capital grant of \$50,000 under the 2011-2012 *HRM Community Grants Program*, account M311-8004, to the Canadian Naval Memorial Trust towards professional fees for an international design competition for the proposed Naval Memorial Hall.
- The Canadian Naval Memorial Trust shall disclose any additional HRM assistance, financial or otherwise, solicited from a municipal source. Such assistance may include but is not limited to a cash donation, grant, or in-kind goods or services.
- Should the international design competition as described in the proponent's submission not proceed in by 2014/15, HRM reserves the right to request a refund of the grant, in full, and suspend further consideration pending confirmation of the balance of funding and a revised project timeline.

BUDGET IMPLICATIONS

The cost of the grant described in this report can be accommodated within the approved 2011-2012 operating budget for HRM's Community Grants Program in M311-8005.

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

Representatives from the Canadian Naval Memorial Trust made a presentation to the July 11, 2011, meeting of the Grants Committee.

ALTERNATIVES

1. The Grants Committee could approve funding in the amount of \$25,000 which is the maximum as outlined in the Grants Program Funding guidelines. This is not recommended as Regional Council can consider funding amounts in excess of the guidelines (ie \$50,000 requested by the Trust) as outlined in the report.
2. The Grants Committee could recommend the original \$100,000 request in the 2011-2012 fiscal year. This action is not recommended. Staff would need to research options for the additional funds as there are insufficient funds remaining in the 2011/12 budget for the Grants Program.
3. The Grants Committee could amend the terms and conditions on funding.

ATTACHMENTS

1. Additional Project Information

A copy of this report can be obtained online at <http://www.halifax.ca/commcoun/cc.html> then choose the appropriate Community Council and 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 Grants & Contributions, Community & Recreation Services, 490-5469

Original signed

Report Approved by: Denise Schofield, Manager, Culture, Events & Community Partnerships, 490-6252

Original signed

Financial Approval by:

Greg Keefe, CMA – A/Director of Finance and Information Technology/CFO 490-6308

Attachment 1

Additional Project Information

In support of their request, the Canadian Naval Memorial Trust has provided additional background documentation. The following is a synopsis:

- The Preservation of HMCS Sackville study undertook an evaluation of the options for preservation of the ship in a permanent site. The consultants concluded that a permanent enclosed docking berth with weather-proof shelter (Naval Memorial Hall) was considered the most appropriate option and this has been advanced as part of the proposed design competition.
- The Strategic Plan for the Canadian Naval Heritage Foundation (2003) study was commissioned by the Foundation which was established in 2001 to lead a naval heritage initiative. Members of the Foundation include the Nova Scotia Department of Tourism & Culture (Maritime Museum of the Atlantic), Canadian Navy, Canadian Naval Memorial Trust, Waterfront Development Corporation, ACOA, and private sector sponsors. HRM is also referenced as a member of the Foundation.

The report provides an overview of comparable facilities in Canada and internationally and very preliminary development costs. The capital cost estimates for the Canadian Naval Heritage Centre and HMCS Sackville/Naval Memorial Hall are in the \$16,000,000-\$25,000,000 range. It should be noted that these costs may be revised based on the final design. Expansion of Maritime Museum of the Atlantic (proposed Canadian Naval Heritage Museum) and Nova Scotia Experience Centre have been excluded because they are considered primarily as provincial undertakings.

- The HMCS Sackville Plan (2011) is a discussion paper that presents ideas in relation to interpretation, commemoration, retail services/revenue generation, and educational programming. The plan does not contain a financial analysis.

Funding Partners To Date

The following funding partners have been confirmed to date:

• Provincial Government	\$150,000
• Canadian Naval Memorial Trust	\$100,000
• ACOA	\$ 60,000
• Private sector	<u>\$ 35,000</u>
• Total	\$345,000



PO Box 1749
Halifax, Nova Scotia
B3J 3A5 Canada

March 30, 2012

Naval Memorial Trust
HMCS Sackville, PO Box 99000, Stn Forces
Halifax, Nova Scotia B3K 5X5

Dear Sir:

Re: HRM Community Grants Program: Conditional Award: Request for Information

At the Grants Committee meeting of March 6, 2012, the committee requested staff obtain additional information from the Naval Memorial Trust as a condition of releasing a capital grant in the amount of \$50,000 payable in 2012-2013.

1. Proposed project budget threshold for release of HRM grant.

Is there a funding threshold to be reached prior to embarking upon the international design competition? What percentage of the projected \$750,000 must be realized before the competition is launched?

2. Eligible expenses

Salaries and wages, recurring core operating costs and fundraising are ineligible. Therefore, eligible expenses are those directly related to the design competition such as professional fees and marketing expenses. As noted in the report to Regional Council, HRM's grant is towards costs directly related to the design competition and excludes any salaries and wages, general office operating costs etc. Please provide further details regarding the design competition including a timeline and corresponding cash flow.

3. Reassurance regarding the probability of raising the capital funding required to implement a large-scale capital project.

HRM's interest is primarily in regards to the proposed Naval Memorial Hall to be erected on the wharf alongside HMCVS Sackville and excludes any proposed expansion of the Maritime Museum of the Atlantic, saltwater berth, or Naval Interpretation Centre. Given the perceived reliance on federal funding for much of the proposed construction, the Grants Committee is seeking greater reassurance regarding the probability of significant federal funding – both in

relation to the design competition itself and future capital funding. While appreciating that the Trust is unable to provide a guarantee, an indication of the intended source of funding, anticipated amount of funding requested from the respective source, and decision-making timelines would provide greater clarity.

In closing, it would be appropriate for the Naval Memorial Trust to provide this information to the Grants Committee in writing and in the form of a presentation. Key funding partners could also attend as observers or participants so as to allow for a more comprehensive discussion.

I trust this information is of assistance. If you require further clarification, please call me at 490-5469 or email temple@halifax.ca. In closing, a separate letter will be sent to the Trust in relation to the 2011 capital grant. The letter includes the specific terms and conditions of funding and a final report form.

Sincerely,

Peta-Jane Temple
Team Lead, Grants & Contributions

Cc: HRM Grants Committee
File

COMMUNITY DEVELOPMENT

Tel: (902) 490-5469 Fax: (902) 490-5959
E-mail: templep@halifax.ca Web Site: www.halifax.ca



PO Box 1749
Halifax, Nova Scotia
B3J 3A5 Canada

COPY

March 31, 2012

Naval Memorial Trust
HMCS Sackville, PO Box 99000, Stn Forces
Halifax, Nova Scotia B3K 5X5

Dear Sir:

Re: HRM Community Grants Program: Conditional Capital Award 2011-2012

At the Regional Council meeting of March 20, 2012, a conditional capital grant in the amount of \$50,000 was approved under the 2011-2012 *HRM Community Grants Program*. The terms of the award include the following:

- The grant is towards professional fees for an International design competition, specifically in relation to the proposed Naval Memorial Hall. General administrative costs and fundraising are ineligible. See: staff report dated March 5, p.2.
- The grant may be used towards (a) costs associated with a call for qualified candidates, (b) a preliminary call for proposals, (c) finalists design fees, and (d) marketing directly associated with the design competition.
- The Trust shall disclose any additional municipal funding including but not limited to a grant, donation, or in-kind contribution of goods and services.
- Should the International design competition as described in the Trust's application not proceed by 2014-15, HRM reserves the right to request a full refund of the grant and suspend any further consideration pending confirmation of the balance of funding and a revised project timeline.
- The grant shall not be released until receipt of additional information as requested by the HRM Grants Committee and described under separate cover in a letter to the Trust dated March 30, 2012. See: committee report dated March 20, 2012, p.2.
- Given the timing of the award decision, the funds will be carried forward by HRM to the 2012-13 fiscal year. A final report is due on or before March 31st, 2013. A final report form is enclosed.
- Should the International design competition not be conducted in 2012-13, the funds may, upon written request, be carried forward to the 2013-14 fiscal year. However,

eligibility for further funding from the HRM *Community Grants Program* may be suspended pending confirmation of a revised timeline.

I trust this information is of assistance. If you require further clarification, please call Peter Greechan at 490-7310 or email greechp@halifax.ca.

Sincerely,

Peta-Jane Temple
Team Lead, Grants & Contributions

Cc: Peter Greechan, Grants & Contributions
File

COMMUNITY DEVELOPMENT

Tel: (902) 490-5469 Fax: (902) 490-5959
E-mail: templep@halifax.ca Web Site: www.halifax.ca



Patron
His Excellency the Right Honourable David Johnston
C.C., CMM, COM, CD
Governor General of Canada

Présidente d'honneur
Son Excellence le très honorable David Johnston
C.C., CMM, COM, CD
Gouverneur général du Canada

Ms. P. J. Temple,
Community Development,
Halifax Regional Municipality,
Dartmouth, N.S.

April 30, 2012.

Dear Ms Temple,

I have reviewed your letters of March 30 and 31, 2012.

To begin with I would like to thank you for your support in our achieving this satisfactory result. We, in the Canadian Naval Memorial Trust, appreciate your efforts.

For the purpose of clarity I will answer the questions in your March 30th letter in the order they appear.

1. Proposed Project Budget Threshold.

The threshold has been reached. We have about \$420,000 of the money required in cash, written commitment or "in-kind". (Rather than reducing the expense items by the "in-kind" contributions we have, for the purpose of comparing apples to apples, kept to our original budget of \$750,000 and assigned values to the "in-kind". For instance we have been given free office space for one year of the two years we planned so instead of reducing the office budget allocation of \$20,000 by half we have assigned a value of \$10,000 to the "in-kind" contribution.) The office on Bedford Row has been opened and a project management company, Catalyst Consulting Engineers Inc., has been engaged to carry out the National Design Competition and they are at work. The time line has the Project Brief (specification) completed and ready for distribution to interested architects by October, 2012, and selection of the winning firm by early 2013.

We have credible commitments, primarily from the Federal Government, that the balance of the \$750,000 total will be available for the intended use – the financing of detailed architectural proposals. This cash will not be needed until 2013.

2. Eligible Expenses.

The Trusts books are kept in a professional manner and are examined yearly by an external accounting firm. Within our books we will have a separate account to track the allocation of Project expenses which will include professional fees for Project Management and marketing.

Estimated Timelines

	August, 2012	December, 2012.
Project Management	45,000	30,000
Technical Consultants	25,000	5,000
Marketing	12,000	5,000

3. Reassurance Regarding the Large Scale Capital Project.

As you noted in your letter we cannot give you a firm guarantee that the large scale capital project will take place. We can note the following;

a. The Province of Nova Scotia, through the Waterfront Development Corporation, has provided the land for planning purposes, a continuation of their commitment dating back to 2003. This in itself will constitute a multi-million dollar contribution and is a strong indication of their confidence that the Project will proceed..

b. Five Federal Cabinet Ministers, the Prime Minister's Office and the Governor-General have been briefed. The response has ranged from positive interest to enthusiasm. To quote one Cabinet Member "...when this comes before cabinet I will support it" Most Nova Scotia Members of Parliament have been briefed and are positive. We have been in contact with the team which raised close to \$100M of private money for the National War Museum. They believe that a national campaign for the Naval Project has every chance of raising sufficient funds to elicit a positive Federal response.

c. We have had encouraging discussions as to the possibility of good corporate support.

d. All of the foregoing has been accomplished behind the scenes. There has been, to date, no local or National publicity to advance our cause.

e. Two architectural firms, with international credentials, based in Central Canada, have contacted us for information – an indication that good words are spreading.

We realize that the foregoing is a long way from money in the bank but, without being facetious, I suggest that we, in having the land and wide support, outside of HRM, for the Design competition, are much better placed than the bid for a sports stadium.

As a final point I note that we are certainly agreeable to providing a brief to members of the Grants Committee. I would suggest that we allow sufficient time for the Project Management team to get well into the Project

Sincerely,

The Canadian Naval Memorial Trust.
Hugh Macpherson, C.D., P.Eng.



PO Box 1749
Halifax, Nova Scotia
B3J 3A5 Canada

May 8, 2012

Naval Memorial Trust
HMCS Sackville, PO Box 99000, Stn Forces
Halifax, NS B3K 5X5

Dear Mr. MacPherson:

Re: Community Grants Program Funding Request

Further to our meeting of May 3, 2012, I am writing to provide an update on the status of the Trust's request to HRM for \$100,000 in funding towards an international design competition.

- The information you provided in your letter of May 3, 2012, was forwarded to the Clerk's office but did not make the May 7th agenda package. It will be included on the June meeting agenda at which time the Grants Committee will be asked to confirm that an award can be issued as per the terms and conditions of funding approved by Regional Council. The award was for \$50,000 from the 2011-12 *Community Grants Program* payable in 2012-13.
- At the May 7th meeting I suggested that the Trust be invited to make a presentation to the committee as a follow-up to the initial award (\$50,000 in 2012). The committee determined that any presentation should be addressed after all appeals have been received for this year's *Community Grants Program*. The staff recommendations regarding ineligible, not recommended for funding, and recommended awards were tabled at the May 7th meeting. It was considered a potential conflict for the committee to receive a presentation from the Trust in advance of a report regarding appeals. The intent is to avoid any perception of preferential consideration.
- The Grants Committee would prefer that if the Naval Memorial Trust want to appeal the recommendation to decline additional funding in the amount of \$50,000 from the *Community Grants Program* 2012-13, that they do so through the regular appeals process. If the recommendation not to provide additional funding in 2012 is upheld by Regional Council you will be notified in writing by staff; the letter will provide an appeal deadline.

- During the course of deliberations regarding applicants not recommended for funding it became apparent that clarification is needed on the initial funding recommendation. The staff recommendation was *amended* by the committee to a “one-time capital grant”. Evidently, the committee’s intent was that the total value of award be limited to \$50,000. It was the committee’s “one-time only” recommendation that was approved by Regional Council.

To summarize: the June meeting of the Grants Committee will determine the release of last year’s award. If this year’s recommendation not fund an additional \$5,000 is upheld the Trust would have to appeal through the regular appeals process. Only after the appeals process has concluded will the committee entertain a presentation request so as to avoid any perception of preferential consideration. Staff will keep the Trust apprised as the decision-making process unfolds. I will be on vacation May 14th to June 2nd, Peter Greechan (490-7310) can provide confirmation of Regional Council’s decision which is expected in the 3rd or 4th week of May.

I have taken the liberty of copying this letter to the Grants Committee, Councillors’ Sloane and Outhit, and staff who were involved in the initial review so that all parties are aware of the current status of your request.

I trust this information is of assistance.

Sincerely,

Peta-Jane Temple
Team Lead, Grants & Contributions

Cc: Grants Committee
Councillor Sloane
Councillor Outhit
Bruce Fisher, Manager Fiscal Policy & Financial Planning, Finance
Brad Anguish, Director Community & Recreation Services
Mike Labreque, DCAO
Peter Greechan, Grants & Contributions, Finance

FINANCE

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