

**ADMINISTRATIVE ORDER NUMBER 2018-010-ADM  
RESPECTING INTERIM GRANTS TO COMMUNITY MUSEUMS**

**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 may be known as the *Interim Community Museums Grants Program* Administrative Order.

**Interpretation**

2. In this Administrative Order,

(a) “applicant” means a community museum organization applying for funding under this Administrative Order;

(b) “Council” means the Council of the Halifax Regional Municipality;

(c) “core recurring operating expenses” means those annual expenditures directly associated with the operation of a museum, including utility payments, property tax, insurance, and rent or mortgage payments;

(d) “fiscal year” means the year commencing on April 1 and ending on March 31;

(e) “registered non-profit organization” includes:

(i) society incorporated pursuant to the *Societies Act*, R.S.N.S 1989, c.435, as amended;

(ii) a not-for-profit corporation incorporated pursuant to the *Canada Not-for-Profit Corporations Act*, S.C 2009, c.23, or

(iii) a non-profit organization otherwise incorporated pursuant to an Act of the Nova Scotia Legislature;

(f) “Municipality” means the Halifax Regional Municipality;

(g) “museum” means a permanent facility, open to the public, that acquires, conserves, researches, communicates and exhibits the tangible and intangible heritage of humanity and its environment for the purpose of education, study and enjoyment;

(h) “a community museum” means a museum that reflects either the community where the museum is located, or a specialized theme; and

(i) “registered charitable organization” means a charity incorporated under the Income Tax Act, R.S.C., 1985, c. 1 (5th Supp.).

**Purpose and Objectives**

3. The purpose of this Administrative Order is to provide interim grants to eligible community museums located within the geographic boundary of the Halifax Regional Municipality to support core

museum operations and build organizational capacity in achieving and maintaining accepted standards of practice, pending the completion of the Municipality's Culture and Heritage Priorities Plan.

### **Grants Available**

4. There is hereby established a grant program to provide operational support to eligible community museums.
5. (1) Subject to annual budgetary approval, grants may be made available through this grant program for a term of three fiscal years: 2018-19, 2019-20, and 2020-21.  
  - (2) Council may, by resolution, extend the term of the grant program for additional fiscal years.
6. There are two funding categories:
  - (a) operating grant: supports core recurring operating expenses directly related to the operation of a community museum in the Halifax Regional Municipality; and
  - (b) project grant: supports a non-recurring project that enhances educational programming, public access, or organizational capacity building.
7. (1) Operating grants are available at three levels:
  - (a) Tier I: available to an accredited community museum, up to a maximum of \$20,000 per fiscal year;
  - (b) Tier II: available to a non-accredited community museum with yearly operating expenditures averaging more than \$10,000 over the three (3) years immediately preceding application to the program, up to a maximum of \$15,000 per fiscal year; and
  - (c) Tier III: a developmental award available to a non-accredited community museum with yearly operating expenditures averaging \$10,000 or less over the three (3) years immediately preceding application to the program, up to a maximum of \$5,000 per fiscal year.
8. Combined municipal, provincial and federal operating funding, including operating funding received from this program, shall not exceed 80% of total operating revenues for annual administrative and core museum program costs.
9. Operating grants may provide up to a three (3) year funding commitment, subject to annual budgetary approval by Regional Council.
10. (1) Project grants are available at two levels:
  - (a) regular project grant: a maximum award of up to \$5,000.00 per fiscal year per eligible applicant; and
  - (b) special project grant: a one-time maximum award of up to \$20,000.00 per eligible applicant to support an exceptional opportunity with the potential to:
    - (i) attract provincial or national attention; or
    - (ii) significantly increase the organization's revenue or notoriety.
- (2) Preference for regular project grants may be given to organizations ineligible for operating grants under section 8.

11. Organizations may make application to, and receive funding from, both funding categories.

### **Eligibility**

12. To be eligible for consideration for a grant pursuant to this Administrative Order, the applicant:

(a) shall be a registered non-profit community, cultural, educational or recreational organization, or a registered charitable organization;

(b) shall be located within the geographic boundary of HRM;

(c) shall have been registered as a non-profit community, cultural, educational or recreational organization, or charity and operated a community museum for a minimum of three (3) consecutive years;

(d) shall be an operator of a community museum that meets the eligibility criteria set out in section 13;

(e) shall have legal title to the collection it houses in its museum on a permanent basis; and

(f) shall own, lease or license the property that the museum occupies, with a minimum of three (3) years remaining in any lease or license agreement as of the date of the application.

13. To be eligible as a community museum under this Administrative Order, the museum shall:

(a) be open to the public a minimum of three (3) months per year, and publicize its hours of operation to the general public;

(b) maintain separate financial records covering museum operations, as distinct from any other activities of the applicant; and

(c) maintain accurate records of museum use.

14. To be eligible for consideration for a grant as an accredited community museum, the applicant must have received accreditation from the Association of Nova Scotia Museums *Museum Evaluation Program* and attained a minimum score of 50/100 and provide proof thereof with their application.

15. Applicants who are currently party to a funding agreement with HRM are ineligible for funding under this Administrative Order.

16. For greater certainty, the following are ineligible for consideration for funding under this Administrative Order:

(a) federal, provincial, municipal, institutional, corporate and private museums;

(b) virtual museums;

(c) linguistic or heritage societies that do not own a collection;

(d) broad-based cultural or membership-based advocacy organizations;

(e) stand-alone archives;

(f) libraries;

(g) art galleries; or

(h) interpretive centres that do not meet the criteria of a museum in terms of the depth or significance of the collection, exhibit development, engagement in research and related educational programming.

### **Application Requirements**

17. There is one intake period per fiscal year. The intake period and application deadline will be established by staff and advertised on the application form and associated materials and the HRM website.
18. All applications must be received by mail or drop-off to:
  - (a) by mail: Interim Community Museums Grant Program  
Finance & Asset Management, Halifax Regional Municipality  
PO Box 1749, Halifax, Nova Scotia  
B3J 3A5
  - (b) by courier or in-person drop-off to any HRM Customer Service Centre as listed on the official application form, Attention: Community Museums Grant Program, Halifax Regional Municipality.
19. Late or incomplete applications will not be reviewed or considered.
20. For an initial application for a grant, an applicant must provide:
  - (a) a complete application form signed by two members of the Board of Directors;
  - (b) itemized financial statement for the previous three (3) years of operation with expenditures directly associated with museum operations clearly separated from any other function of the applicant;
  - (c) proof of non-profit or charitable status in good standing as of the date of application;
  - (d) articles of incorporation, including mission statement;
  - (e) a statement identifying any other municipal, provincial or federal government funding including indirect or in-kind assistance with documentation to support the monetary value of assistance or a clear description of same;
  - (f) proof of ownership of the property, or a copy of lease or license agreement as applicable;
  - (g) a signed statement attesting to the ownership of the collection; and
  - (h) documentation to verify accreditation and score under the *Museum Evaluation Program* as applicable.
21.
  - (1) A community museum that is receiving an operating grant may make a subsequent application to change the level of operating grant received, based on a change in status.
  - (2) For an application for a change in the level of operating grant, an applicant must provide with its annual report pursuant to section 34, one of the following:

(a) to transition from Tier II to Tier I, proof of accreditation from the Nova Scotia Museum *Museums Evaluation Program*, including the date of accreditation and score; or

(b) to transition from Tier III to Tier II, itemized financial statement demonstrating that the applicant has generated revenues in excess of \$10,000 in each of the preceding three (3) years.

**Eligible and Ineligible Expenses**

22. (1) Operating grants may be used to pay the following expenses directly associated with the operation of the community museum:

(a) core recurring operating expenses including:

(i) insurance, including general liability, property, business interruption/loss of earnings, commercial vehicle, Directors and Officers' liability, tenant insurance, intellectual property/identity theft, and additional contents insurance;

(ii) rent or mortgage payments;

(iii) snow and ice control;

(iv) real property taxes;

(v) fire prevention and emergency measures;

(vi) utilities; and

(b) any of the following additional expenses:

(i) telecommunications, including telephone and internet service charges, including web site hosting and domain fees;

(ii) collections management including professional conservation assessment and treatment;

(iii) archival materials and storage equipment;

(iv) professional fees for the preparation of an annual audited financial statement or internal audit;

(v) remuneration to a seasonal or temporary employee, including a residency, apprenticeship or internship;

(vi) preventive maintenance and repairs including mandatory or warranty inspections and servicing, water/septic tests;

(vii) expenditures related to the applicant's participation in or preparation for assessment under the provincial *Museums Evaluation Program* as applicable, including reevaluation;

(viii) marketing;

(ix) janitorial and sanitary supplies; and

(x) office supplies.

- (2) Preference may be given to support core recurring operating expenses.
  - (3) Expenses associated with on-site retail operations may be considered if:
    - (a) they are integral to the visitor experience;
    - (b) the product is linked to the museum's interpretive theme(s); and
    - (c) the revenues generated are directed to support museum operations.
23. (1) Project grants may be used to pay for expenses associated with non-recurring initiatives, including:
- (a) exhibit hosting or development;
  - (b) staff or volunteer training in museum practice;
  - (c) community-based research or self-publishing;
  - (d) independent professional services for any of the following: design and/or fabrication fees, legal fees, strategic planning, building condition and lifecycle planning, building conservation report, energy, safety or accessibility audit, environmental assessment, program evaluation, or an appraisal of an artefact or building for insurance or conservation purposes; and
  - (e) defined programs or services.
- (2) Expenses not included in this section may be considered on a case-by-case basis.
24. Grants shall not be used for the following purposes:
- (a) expenditures unrelated to the operation of a community museum, its programs or services;
  - (b) remuneration to a member or officer of the applicant's Board of Directors;
  - (c) salaries and wages, benefits, mandatory contributions or employment-related benefits to full and part-time employees, except as outlined in section 22(1)(b)(v);
  - (d) consulting fees to a member of staff or member of the Board of Directors;
  - (e) debt retirement other than a mortgage;
  - (f) investments or savings;
  - (g) awards or prizes, banquets, dinners, receptions, souvenirs, personal gifts, or donations;
  - (h) scholarships or bursaries;
  - (i) the purchase of goods for resale;
  - (j) furnishings and interior décor, except where associated with exhibits or museum programming;
  - (k) fundraising;

- (l) lease, insurance, registration, inspection, repairs or maintenance of a private vehicle; or
- (m) retroactive expenditures or pre-payment of expenditures for goods and services to be utilized in the following fiscal year.

### **Application Evaluation**

25. The following criteria shall be used to evaluate applications for Council's consideration:
- (a) the incremental impact of municipal funding;
  - (b) the extent of public access;
  - (c) the significance of the collection;
  - (d) the applicant's demonstrated standards of practice, including completion of the *Museum Evaluation Program* or formal application to or acceptance into the program as applicable;
  - (e) confirmation of property ownership, lease or license agreement, or letter of agreement and the terms attached thereto;
  - (f) all municipal, provincial and federal government funding, including any indirect or in-kind assistance to museum operations;
  - (g) the proportional cost of museum operations as distinct from unrelated or ancillary programs and services;
  - (h) reliance on volunteer labour and self-directed fundraising and/or earned revenues;
  - (i) financial stewardship as demonstrated through the submission of itemized financial statements; and
  - (j) outstanding obligations of the applicant to the municipality, including overdue reporting as part of a grant program, tax or rent arrears, and any other amounts owed to the municipality.

### **Application Review Process**

- 26. Applications shall be reviewed by staff and a recommendation report submitted to the HRM Grants Committee, for recommendation to Regional Council.
- 27. Applicants will be notified promptly if their application is ineligible.
- 28. Final approval of all applications for a grant, and the amount thereof, is a decision of Council at its sole discretion.
- 29. Approval of grants is conditional upon Council's approval of the annual program budget.
- 30. Owing to limited funds, not all eligible applicants may receive funding.
- 31. Notification of the decision of Council will be communicated to applicants.

### **Conditions of Approval and Payment of Grants**

- 32. Grant monies will be dispersed in full upon approval of the application.

33. (1) The recipient of a multi-year operating grant shall provide an annual report to the municipality that includes the prior year's financial statement and a brief summary of expenses and/or activities supported by the municipality's grant, including a description of the impact of the municipality's grant on the museum and the collection, within 30 days of the date stated in the award notification letter.

(2) Failure to submit a report as required by subsection (1) will result in suspension of eligibility pending receipt of reporting, and may result in the reduction of the amount of any subsequent grant, proportionate to the duration of the default.

34. The recipient of a project grant shall provide a report to the municipality by March 31 of the end of the fiscal year for which the grant is awarded. The criteria for reporting includes:

(a) total project costs;

(b) proof of expenditures; and

(c) a description of the final project, including confirmation of the project's commencement and information on the completeness of the project.

35. In the event that the operations of the applicant cease or are diminished, or should a project, in part or in whole, not be completed as described in the application, applicants must notify the municipality and may be required to repay the grant.

### **Review**

36. Prior to the expiration of the term of this grant program, the Director of Finance may provide a report and recommendations to Regional Council to consider repeal, continuation, or amendment in accordance with the municipality's proposed Culture and Heritage Priorities Plan.

### **General**

37. 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*.

Done and passed in Council this 5<sup>th</sup> day of June, A.D. 2018.

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Mayor

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Municipal Clerk

I, Kevin Arjoon, Municipal Clerk of the Halifax Regional Municipality, hereby certify that the above noted Administrative Order was passed at a meeting of the Halifax Regional Council held on June 5<sup>th</sup>, 2018.

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Kevin Arjoon, Municipal Clerk

Notice of Motion:  
Approval:

May 22, 2018  
June 5, 2018