

Request for Decision United Townships of Head, Clara & Maria Council

Type of Decision									
Meeting Date	Thursday, August 22, 2013				Report Date	Tuesday, August 20, 2013			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction		Information Only		X	Type of Meeting	X	Open		Closed
REPORT TITLE									
Culture Development Fund Report #22/08/13/1205									

Subject: Details of the Ministry of Tourism, Culture and Sport's Culture Development Fund

RECOMMENDATION: That Council approve the following resolution committing funds to the Culture Development Fund in conjunction with the Library Board authorizing staff to complete the application.

**WHEREAS** archiving historic Council documents is a requirement of Council and has yet to be addressed;

**AND WHEREAS** improved Archival storage was listed as number 9 on Council's prioritization exercise held this summer;

**THEREFORE BE IT RESOLVED** that the Council of the United Townships of Head, Clara & Maria does hereby recognize the opportunity available by applying for grant funding under available programs and does hereby authorize staff to complete the required application;

**AND FURTHER THAT** Council agrees to commit, if applying alone, up to \$12,500 for the 2014 budget year to total 50% of a digitization project for HCM documents for a project of \$25,000 or, if applying in conjunction with the Library Board, up to \$16,250 for each of 2014 and 2015 budget years for a project of \$75,000 for the same purpose.

BACKGROUND/EXECUTIVE SUMMARY: Responses to an email query concerning the Culture Development Fund were received from most members of the Library Board and none from Council. Subsequently, we will focus on applying for funding under the Culture Development Fund for a digitization project to back up and store Council archival records and remaining Library Board "history project" materials.

Some of the required equipment is already owned by the Library and can be used for this project but we will attempt to collaborate between the municipality and the library board and utilize the funding, equipment and resources at our disposal to the benefit of both organizations.

The Library Board does not require extensive work to be completed but would like to participate to obtain some additional training on continuing to use the materials already obtained and to have someone assist with digitizing some remaining materials. For these reasons, they will likely agree to participate but not in a full 50-50 sharing of costs or time.

The due date for the application is September 6, 2013. Council and the Library Board will have to commit to funding for 2014 and 2015 budgets at this time in order to proceed with the funding application. The following resolution breaks down Council's share.

In the first instance, with only one applicant, 50% of total costs to a maximum of \$12,500 for 2014 would be required to be contributed. This would result in receiving up to \$12,500 from the ministry. With the second option, we can apply jointly with the Library Board and over 2 years. Total funds would be \$75,000 with HCM committing up to 86% of recipient contributions or \$64,500 in each of two years; the Library Board committing 14% or \$10,500 and the provincial government funding the remaining 50% again over two years.

Leveraging funds through provincial grant opportunities just makes sense. Consultation with the Library Board is required prior to making a decision. If they are willing to contribute a larger project could be proposed. If we are to apply on our own, a smaller project would be proposed. As time is of the essence the following resolution covers both options available; one to use with and without Library Board coordination. Once we have received notice from the Library Board and with Council approval, one or the other proposal will be completed and submitted by September 6, 2013.

The project start date would be April 2014.

Options/Discussion: Varies – to proceed or not. To apply alone or in conjunction with the Library Board. To apply for 100% of funding available or a smaller amount.

Financial Considerations/Budget Impact: Total commitment for 2014 and 2015 budgets for archival purposes could amount to \$17,000 each. Actual expenses may or may not be incurred depending on project proposal and/or grant approval.

Policy Impact: as per past practise.

Others Consulted: Noella LeBreton, Treasurer; Marlene Gibson, Library Board Chair, Gayle Watters, Librarian.

Approved and Recommended by the Clerk

Melinda Reith,  
Municipal Clerk

*Melinda Reith*