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Date May 2, 2023 **Report No.** 2023 – 248

To Chair and Members
Committee of the Whole – Operations

From Brian Hutchings
Chief Administrative Officer

1.0 Type of Report

Consent Item	<input checked="" type="checkbox"/>
Item For Consideration	<input type="checkbox"/>

2.0 Topic **Museum Funding Agreement with Brant Historical Society [Financial Impact: \$46,347 annually for 3 years]**

3.0 Recommendation

- A. That Report No 2023-248 regarding a Museum Funding Agreement with Brant Historical Society BE RECEIVED.
- B. THAT staff BE AUTHORIZED to execute a Museum Funding Agreement for the Community Cultural Investment Program – Core Operating Grant stream with Brant Historical Society, subject to approval as to form by the City Solicitor or designate; and
- C. THAT the funding request of up to \$46,347 annually (2023, 2024 and 2025) BE FUNDED by the Community Groups Reserve, as set out in Section 9.0 of Report No. 2023-248.

4.0 Executive Summary

The purpose of this report is to inform City Council of the allocation recommendation made by the Brant Community Foundation for the 2023-2025 Community Cultural Investment Program – Core Operating Grant to Brant Historical Society and request approval to enter into a 3-year Museum Funding

Agreement between The Corporation of the City of Brantford and Brant Historical Society.

The purpose of the Museum Funding Agreement is to outline the services that Brant Historical Society will provide to Brantford's community from 2023 through 2025, and the funding commitment of the municipality to the Brant Historical Society over the next three years to contribute to the financial stability of the organization.

5.0 Background

In 2007, City Council approved the City of Brantford Museum Sustainability Plan (CD2007-228). The City's first Museum Sustainability Plan (MSP) was developed to ensure the long-term, ongoing financial viability of the Brantford museum community, and to provide a framework for addressing short-term challenges faced by local museums, as well as a strategy for long-term financial and organizational health.

The MSP identified two funding models used by the City for the museums studied:

A portion of the museum operating funds directly allocated during the budget process for municipally-owned and operated museums (i.e. Bell Homestead National Historic Site); and

Annual operating grants available through the Community Cultural Investment Program (CCIP) for community operated not-for-profit museums.

As a result of the findings and recommendations of the first MSP, a third multi-year funding model was developed for use by larger community museums that have full-time staff, operating budgets of less than \$1.0 million but greater than \$100,000, and annual visitation of more than 5,000 people. The Terms of Eligibility for this three-year "Core Operating Grant/Museum Funding Agreement" funding model is included as Appendix A.

Three-year Agreements recognize the need for stable funding for larger cultural institutions such as museums and galleries, which have a legal and ethical responsibility to maintain their collections. As public institutions, museums also have additional responsibilities in terms of staffing levels and facility maintenance.

In September 2020, Brantford City Council approved the City of Brantford Museum Sustainability Plan ([2020-270](#)).¹ One of the recommendations within the updated Museum Sustainability Plan was to “Maintain existing grant programs while revising the criteria and assessment process...”

6.0 Corporate Policy Context

6.1 2023-2026 Council Priorities

Support of this project aligns with Council Priority Outcome #2: Focus on productive and collaborative partnerships and #6: Effectively and consistently engage with the community.

6.2 Economic Development Strategy (2016)

The Economic Development Strategy (2016) recommends that the City of Brantford ensure that arts, culture, and heritage continue to be considered as a valued component in the City’s community and economic development efforts during the implementation of the City’s Economic Development and Tourism Program. This strategy sets Department priorities and guides Economic Development and Tourism Department staff work plans. The Economic Development Strategy is currently being updated. In the interim, staff also refer to the Economic Recovery Action Plan (2020) to guide pandemic recovery efforts to support the tourism and cultural sectors.

6.3 Municipal Cultural Plan (2014)

This report is supported by the Municipal Cultural Plan strategic action to, “Continue to build on the success of the Community Cultural Investment Program by continuing to provide core operating funding for established and emerging local not-for-profit organizations”

6.4 Museum Sustainability Plan (2020)

The proposed 3-year Funding Agreement with Brant Historical Society supports the Museum Sustainability Plan recommendation to: “Maintain existing grant programs – Community Cultural Investment Program

¹ City of Brantford Museum Sustainability Plan. 2020. [PDF City of Brantford Museum Sustainability Plan 2020](#)

(CCIP), Cultural and Built Heritage Funding Program, and City of Brantford Grants, with funding from existing sources.”

7.0 Input From Other Sources

The preparation of this report included input from Legal Services Department staff as well as the Brant Community Foundation and its Grant Committee.

8.0 Analysis

The Community Cultural Investment Program (CCIP) grants are adjudicated by the Brant Community Foundation Grant Committee and ratified by the Brant Community Foundation Board of Directors. The Committee and Board approved Brant Historical Society for \$46,347 annually for the next three years (2023, 2024, 2025). Using the funding model outlined in the previous three-year funding agreement, the new Agreement will outline the process for the payment of funds, as well as a complete defaults and remedies process that protects the municipal interest and ensures due diligence.

In accordance with the process used for existing operating grants to cultural organizations, the operating funds will be issued as a one-time grant payment each year for three years, as per the written Agreement. Proof of insurance, audited financial statements and a year-end activity report will be required outlining the programming and services provided by the organization to the community during the term of the Agreement.

The Economic Development, Tourism and Cultural Initiatives Department has revised the application and statistics forms of the Community Cultural Investment Program to reflect key performance indicators and standards included in the Canadian Code for Volunteer Involvement and Canadian Heritage Information Network Guide to Core Standards for Canadian Museums. These forms have also been revised to collect information about the performance indicators used to assess the sustainability of Brantford’s museums, including: governance standards, annual revenues, asset base, staffing, volunteers, collections management, public service, facilities and repairs and maintenance standards.

This three-year funding commitment provides ongoing, stable financial support to Brant Historical Society without increasing the City’s operating budget in 2023, 2024 and 2025.

8.1 Previous Core Operating Grants to Brant Historical Society

Brant Historical Society has been successful in their applications for the Community Cultural Investment Program (CCIP) grant now five times over the last twelve years, with the following allocations being awarded:

- First Three-Year Agreement (2011-2013): \$51,510 annually;
- Second Three-Year Agreement (2014-2016): \$52,540.00 annually;
- Third Three-Year Agreement (2017-2019): \$48,087.00 annually; and
- Fourth Three-Year Agreement (2020-2022): \$51,000 the first year followed by \$46,346.60 in the second and third year.

The most recent three-year Funding Agreement between The Corporation of the City of Brantford and Brant Historical Society was from 2020 through 2022. As a requirement of the Agreement, Brant Historical Society submitted annual audited financial statements, proof of insurance and annual reports detailing programming, services and visitation. Throughout the term of the Agreement, Brant Historical Society complied with all requirements.

For the 2023-2025 funding period, Brant Historical Society submitted a request of \$55,250, which exceeded 20% of the organization's previous fiscal year operating expenses as the Terms of Eligibility (Appendix A) states. Staff amended this request to \$54,278.40 to meet the Terms of Eligibility in January 2023. The Brant Community Foundation Grant Committee met on March 31, 2023 to adjudicate grant applications and approved funding up to \$46,347, which matches what Brant Historical Society received in 2021 and 2022 and aligns with what City staff budgeted in 2023. This decision was ratified by the Brant Community Foundation board members on April 3, 2023.

9.0 Financial Implications

The Museum Funding Agreements are included as part of the approved 2023 operating budget of the Economic Development & Tourism Department

Approval of this three-year Agreement (2023-2025) will result in the allocation of \$46,347.00 to Brant Historical Society in 2023, and a funding commitment of a maximum of \$46,347.00 annually (or 20% of Brant Historical Society's previous fiscal year operating expenses, whichever is higher), by the municipality to Brant

Historical Society, provided that the terms of the Agreement continue to be met each year.

As of 2015, all arts grant programs are funded from the Casino funded Community Groups Reserve; therefore, there is no net impact on the taxpayer as a result of the grants.

The Director of Economic Development, Tourism and Cultural Initiatives has the delegated authority to sign the proposed Museum Funding Agreement.

10.0 Climate and Environmental Implications

There are no climate and/or environmental implications as result of this report.

11.0 Conclusion

The proposed three-year funding commitment provides ongoing, stable financial support to Brant Historical Society without increasing the City's operating budget in 2023, 2024 and 2025.

By approving the Museum Funding Agreement, the City of Brantford will significantly contribute to the long-term viability of Brant Historical Society, and will contribute to the overall quality of life for the citizens of Brantford by supporting an important cultural resource without increasing the municipal budget for the next three years.



Brian Hutchings
Chief Administrative Officer

Prepared By:

Adrienne Briggs, MMSt, Arts & Culture Coordinator

Kara Davey, MBA, Manager of Tourism, Culture and Sport

Sara Munroe, MMSt, Director of Economic Development, Tourism and Cultural Initiatives

Attachments (if applicable)

Appendix A: Community Cultural Investment Program Core Operating Grant Terms of Eligibility

In adopting this report, is a by-law or agreement required? If so, it should be referenced in the recommendation section.

By-law required ☐ yes ☒ no

Agreement(s) or other documents to be signed by Mayor and/or City Clerk ☐ yes ☒ no

Is the necessary by-law or agreement being sent concurrently to Council? ☐ yes ☒ no