



**HALIFAX EXPLOSION 100TH ANNIVERSARY SPECIAL ADVISORY COMMITTEE
MINUTES
February 15, 2017**

PRESENT: Mr. Craig Walkington, Chair
Ms. Pat Jessup, Vice Chair
Mr. Barry Cahill
Mr. David Sutherland
Mr. William Robinson-Mushkat

REGRETS: Ms. Renee Gruszecki
Mr. Dan O'Brien
Ms. Marilyn Elliott

STAFF: Ms. Peta-Jane Temple, Team Lead, Tax, Grants & Special Projects, Finance
Ms. Elizabeth Taylor, Manager, Culture & Events, Parks & Recreation
Mr. Andrew Cox, Senior Civic Events Coordinator, Parks & Recreation
Mr. Billy Comer, Civic Events Coordinator, Parks & Recreation
Ms. Jennifer Weagle, Legislative Assistant, Office of the Municipal Clerk
Mr. Michael Lannon, Legislative Support, Office of the Municipal Clerk

The following does not represent a verbatim record of the proceedings of this meeting.

The agenda, supporting documents, and information items circulated to the Committee are available online: <http://www.halifax.ca/boardscom/explosion/170118heaac-agenda.php>

The meeting was called to order at 3:06 p.m. and the Committee adjourned at 4:58 p.m.

1. CALL TO ORDER

The Chair called the meeting to order at 3:06 pm in the Harbour East-Marine Drive Community Council meeting space – Alderney Gate, 60 Alderney Drive, Dartmouth.

The Chair noted that Marilyn Elliott was listening to the meeting via teleconference.

2. APPROVAL OF MINUTES

MOVED by Barry Cahill, seconded by Will Robinson-Mushkat

THAT the minutes of January 7, 2017 be approved as circulated.

MOTION PUT AND PASSED.

The Chair noted that Marilyn Elliot, though physically absent from the regular meeting of January 18 2017, listened to the meeting via teleconference and asked that this be included in the minutes.

MOVED by Barry Cahill, seconded by David Sutherland

THAT the minutes of January 18, 2017 be approved as amended.

MOTION PUT AND PASSED.

3. APPROVAL OF THE ORDER OF BUSINESS AND APPROVAL OF ADDITIONS AND DELETIONS

Additions:

7.1.7 Correspondence from Alan Ruffman dated February 8, 2017

MOVED by Pat Jessup, seconded by Barry Cahill

THAT the agenda be approved as amended

MOTION PUT AND PASSED.

4. BUSINESS ARISING OUT OF THE MINUTES

A number of items were raised from the January 18, 2017 minutes as follow up.

The Chair requested an update on Irving's participation in the commemoration. Ms. Elizabeth Taylor, Manager of Culture & Events, advised that alongside the Mayor of Halifax she would be meeting with representatives of Irving in two and a half weeks to formally discuss Irving's participation in the event.

The Chair sought an update in respect to the possibility of live streaming or broadcasting the event. Ms. Taylor updated the Committee that the suggestion of live streaming or broadcasting the event would be taken under advisement.

David Sutherland updated the Committee on correspondence that had been submitted by Ms. Ruth Terrones, advising that he had been able to aid Ms. Terrones in her effort to seek out additional information on her familial ties to the explosion event.

The Chair requested an update on placing notice on the website with regard to the need to book accommodations early for those visiting from out of town for the commemorative events, Ms. Taylor indicated that information would be placed on the HRM Halifax Explosion website and destination Halifax.

5. CALL FOR DECLARATION OF CONFLICT OF INTERESTS - NONE

6. CONSIDERATION OF DEFERRED BUSINESS - NONE

7. CORRESPONDENCE, PETITIONS & DELEGATIONS

7.1 Correspondence

7.1.1 From Sabina Pollayparambil, Public Relations Associate, The Salvation Army, dated January 18, 2017

Correspondence received.

The Chair noted that Ms. Pollayparambil inquired within the letter as to how the organization, The Salvation Army, could participate in the event. Ms. Elizabeth Taylor, Manager of Culture & Events, replied to Ms. Pollayparambil with a variety of potential options related to how the organization may be able to participate in the event. Additionally, Ms. Taylor indicated to the Committee that she had set up a meeting with Ms. Pollayparambil for February 16, 2017 to discuss this in further detail and will update the Committee on the context of her discussion with Ms. Pollayparambil in due course.

7.1.2 From Eileen Irwin dated January 19, 2017

Correspondence received.

The Chair noted that the context of Ms. Irwin's letter contained a request for information on a Ms. Christine Duggan who is noted on a plaque on the bell tower. Ms. Jennifer Weagle, Legislative Assistant, noted that Ms. Irwin's letter had been circulated to Committee members though no information could be found. David Sutherland and Barry Cahill indicated they had checked sources and were unable to locate any information referring to a Ms. Christine Duggan.

The Committee discussed how such requests for assistance with historical research should be handled, noting that this task is outside the mandate of the Committee and members could easily be overwhelmed by requests. David Sutherland and Barry Cahill both offered to continue their assistance in their personal capacity within reasonable limits.

7.1.3 From Janet Maybee dated January 29, 2017

Correspondence received.

The Chair noted that an interim response to Ms. Maybee had been made indicating that the Committee shares her concerns in respect to how the municipality addresses historical inaccuracies. Ms. Elizabeth Taylor, Manager of Culture & Events, noted that the municipality is responsible for deciding who determines historical accuracy. The Committee also noted that matters of fact and interpretation are two different concepts and that there are times when historians have agreed to disagree on matters pertaining to historical accuracy.

7.1.4 From Alan Ruffman dated January 24, 2017

Correspondence received.

The Committee discussed the context of Mr. Ruffman's letter, which spoke to historical inaccuracies as well as to the larger topic of how to include and properly represent other communities in the event. The

Chair indicated that the Committee shall acknowledge and respond to Mr. Ruffman's letter through the Legislative Assistant.

7.1.5 From Leah Lindeman dated February 6, 2017

Correspondence received.

7.1.6 From John Rickey dated January 7, 2017

Correspondence received.

7.1.7 From Alan Ruffman dated February 8, 2017

Correspondence received.

The context of this piece of correspondence concerned matters relating to the availability of materials associated with explosion anniversary commemorative events for the public. Ms. Elizabeth Taylor, Manager of Culture & Events, noted that a schedule for the event is under review and would be placed on the 100 Years 100 Stories website once approved. The Chair indicated that the Committee shall acknowledge and respond to Mr. Ruffman's letter referring him to the 100 Years 100 Stories website in addition to the municipality's website.

7.2 Petitions - NONE

7.3 Presentation - NONE

8. INFORMATION ITEMS BROUGHT FORWARD – NONE

9. REPORTS/DISCUSSION

9.1 STAFF

9.1.1 Fort Needham Memorial Park – Interpretive Elements Presentation

The following information was before the Committee:

- Fort Needham Interpretive Elements February 2017 documents
- Fort Needham Interpretive Elements February 2017 cover document

Carolle Roberts, Landscape Architect, introduced John DeWolfe of FormMedia and Sandra Cooke of Ekistics to present the Fort Needham Memorial Park Interpretive Elements to the Committee.

Sandra Cooke, Landscape Architect, introduced the Committee to phase 1 of the project by first explaining the work that FormMedia had done in developing this project and how Ekistics had also worked in cooperation with FormMedia throughout the design process of the project, including the layout of the park and the materials selected for use in the interpretive elements of the park.

Ms. Cooke noted that phase 1 of the project focused on improving park entrances, providing a stairway in the park, creating a memorial plaza, providing more formalized trails throughout the park, improving circulation throughout the park, and had also designed a space for a future playground to be incorporated into the park. The goal of the presentation was to provide the Committee an opportunity to view and comment on some of the proposed interpretive elements of the project.

John DeWolfe of FormMedia delivered the presentation on Phase 1 of the master plan for the Fort Needham Memorial Park Project with emphasis being placed on describing for the Committee the eight interpretive elements of the project being proposed. Those eight interpretive elements described were:

Terraces; Electrical Boxes; Stairs; Railing; Light Shielding; Manifest; Ship's Identification; and a Commemorative Wall.

Mr. DeWolfe noted the importance to designing the interpretive elements of the project in a way that could integrate the common uses of the park. Mr. DeWolfe also noted that Fort Needham Memorial Park would function as a piece of the explosion story.

The Committee expressed some concern related to over identifying Fort Needham Hill to the explosion event may dilute any previous histories associated with the hill. Mr. DeWolfe reminded the Committee that phase 1 of the master plan was focused only on describing in greater detail the functionality and design aspect of the interpretive elements of the project which were focused on commemorating the Halifax Explosion.

Carolle Koziak-Roberts advised that archeological staff would be onsite throughout the development of the project. Ms. Koziak-Roberts also noted that redesigning the park for contemporary use was developed and planned in a way that would build upon the various developments and findings that had been previously carried out on the site. In addition, Ms. Koziak-Roberts referenced the fact that the interpretive elements presentation was a component of phase 1 of the master plan and that some of the Committees' concerns may be addressed in more detail as other phases of the master plan are revealed.

The Committee also expressed some concern in respect to the use of ratios over the use of exact numbers in the design aspect of the interpretive elements for the project. Mr. DeWolfe noted that one of the most challenging components of the project lied in blending a community park with an interpretive element. Additionally, Mr. DeWolfe advised the Committee that there were certain areas within the project that referred to the total number of those affected by the explosion.

Ms. Koziak-Roberts closed the interpretive elements discussion by updating the Committee on the next steps that would be taken to move the project further into completion. Ms. Koziak-Roberts advised the Committee that the interpretative elements that had been presented in phase 1 of the master plan would be incorporated into a tendering package that would be put out to tender in March. Ms. Koziak-Roberts also noted that all aspects of the project are currently in the early development stages and that if the Committee would like to bring forward any recommendations to the design aspect of the project they should do so prior to the project entering the finalization and implementation stages.

9.1.2 Halifax Explosion 100th Anniversary Grants Program Recommended Awards: Fiscal Year 2016 (to be circulated)

Ms. Peta-Jane Temple, Team Lead; Tax, Grants and Special Projects; HRM Finance, noted that due to changes in internal review procedures and recent snow days the Halifax Explosion 100th Anniversary Grants Program Recommended Awards: Fiscal Year 2016 staff report was not ready for the Committee's consideration at this meeting as planned. She and the Legislative Assistant discussed options with the Committee in order to have the Committee review and make recommendation to the Grants Committee in time for the Grants Committee March 6, 2017 meeting, which would then make recommendation to Regional Council.

Ms. Weagle expressed that holding a special Committee meeting may be the best option, to which Ms. Temple agreed.

The Committee agreed to hold a special meeting and tasked Ms. Weagle with organizing a special committee meeting to be held on February 23, 2017 to review and make recommendations to the Grants Committee.

9.2 COMMITTEE

9.2.1 Feedback from December 2016 Halifax Explosion Memorial Service at Fort Needham Memorial Park

Ms. Elizabeth Taylor, Manager of Culture & Events, expressed to the Committee that the 2016 Halifax Explosion commemorative ceremony had been of the highest quality and that all contributors to the event made the ceremony very successful. More specifically, Ms. Taylor offered a sincere and formal thank you on behalf of all staff and the municipality to the Chair, Mr. Craig Walkington, and the rest of the Committee for their invaluable contribution to the successfulness of the event. Ms. Taylor introduced Mr. Billy Comer and Mr. Andrew Cox, Civics Events staff. Ms. Taylor noted that Mr. Cox and the Mayor's Office would be reviewing the protocols for the event shortly.

The Chair then moved the discussion towards the topic of concerns arising out of the 2016 Halifax Explosion Memorial Service.

The Chair noted that the only critique of the event had been that the sound equipment had been placed too closely to the podium which limited the media's ability to capture those who were speaking at the event as the sound equipment would consistently dominate the photographs being taken. Though the Chair noted that this concern would be addressed in this year's event the overall imagery of the event should always be considered as adjustments come forward.

Ms. Taylor noted that a concern that was forwarded to her made reference to members of the media taking photographs of individuals as they placed wreaths during the ceremony. Ms. Taylor noted that the municipality had designated an area specifically for media personal to assemble during the event.

The Chair noted that if the municipality wished for the media to capture the event in its integrity that they should forward some autonomy to media personal so that they are able to carry out their task. The Chair also noted that a request could be made to media outlets and personal that when capturing images of the event they do so in a respectful manner. William Robinson-Mushkat also expressed to the Committee the importance of the media when capturing images of events of this magnitude as it relates to the preservation of the historical record of those events.

David Sutherland expressed concerns related to those individuals who, while placing wreaths, placed their hands in their pocket. As this is an issue of protocol, Ms. Taylor advised the Committee that proper protocols and procedures would be required of all participants of the event and that that information could be incorporated into the communication pieces related to the event.

The Chair also noted that the master of ceremony script and run sequence for the event must be made available to all band members so that smooth coordination of the event can be assured. The Vice Chair also noted that the media should be briefed on the programme of the event and of the correct procedures to follow. The Vice Chair noted that in doing so the media would be better prepared for the event.

Ms. Taylor noted to the Committee that an area of prominence would be established for the event as invitations were being prepared for dignitaries such as the Prime Minister of Canada. Ms. Taylor also noted that next month she and Mayor Mike Savage would be meeting with the Prime Minister to formally request an invitation to attend the event in 2017.

Ms. Taylor noted that during the provincial stakeholder's committee meeting organizations wondered how they could best participate in the event. The Committee believed that the best way for organizations to participate in the event would be to lay a wreath towards the end of the official wreath laying ceremony. The Chair noted that if organizations were called upon in waves to lay a wreath this would keep the coordination of the event on schedule.

Ms. Taylor remarked that the municipality is currently reviewing two locations to host a reception for the event as the venue for last year's event was deemed inaccessible to the public, and encouraged members to bring forward suggestions for locations. Mr. Robinson-Mushkat suggested that it may be appropriate to host multiple receptions in effort to facilitate and provide adequate time for all participants to participate in such a function. Ms. Taylor noted that hosting one reception for the public would be adequate as there

had been concern that the event may lose momentum if multiple receptions were to be held throughout the week of the festivities.

The Vice Chair noted that selecting the all-city school choir to perform during the event would remove any bias related to choosing a choir or band representing one region within the municipality. Ms. Taylor suggested that the Committee break into a sub-committee focused on planning details for the event and reception. Mr. Comer noted that their team would be prepared by the end of March to provide more information to the Committee pertaining to the reception and ceremony planning.

9.2.2 Discussion re: Call for Living Halifax Explosion Survivors

Deferred to the March 15, 2017 agenda for the next Committee meeting due to time constraints.

10. ADDED ITEMS – NONE

11. DATE OF NEXT MEETING – Wednesday, March 15, 2017, 3-5pm, NSCC IT Campus, 5685 Leeds Street, Halifax

12. ADJOURNMENT

The meeting adjourned at 4:58 p.m.

Michael Lannon
Legislative Support