



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

PRESENT: Craig Walkington, Chair
Marilyn Elliott
David Sutherland
Barry Cahill
Renee Gruszecki
William Robinson-Mushkat

REGRETS: Pat Jessup, Vice Chair
Dan O'Brien

STAFF: Elizabeth Taylor, Manager Culture and Events; Parks, Recreation and Communities
Kellie MacIvor, Cultural Asset Manager; Parks, Recreation and Communities
Andrew Cox, Senior Civic Events Coordinator; Parks, Recreation and Communities
Billy Comer, Civic Events Coordinator; Parks, Recreation and Communities
Peter Greechan, Community Developer; Grants and Contributions, Finance and Asset Management
Sharon Chase, Legislative Support; Office of the Municipal Clerk

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

The agenda, reports, supporting documents, and information items circulated are online at halifax.ca.

The meeting was called to order at 3:07 p.m. and the Committee adjourned at 4:25 p.m.

1. CALL TO ORDER

The Chair called the meeting to order at 3:07 p.m. at the Harbour East-Marine Drive Community Council Meeting Space, Alderney Gate, 60 Alderney Drive, Dartmouth.

2. APPROVAL OF MINUTES – October 24, 2017

MOVED by Renee Gruszecki, seconded by David Sutherland

THAT the minutes of October 24, 2017 be approved as distributed.

MOTION PUT AND PASSED

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

Additions:

7.1.3 Correspondence received from Philip Doucette, dated November 14, 2017

10.1 Post Ceremony Reporting

MOVED by Renee Gruszecki, seconded by Barry Cahill

THAT the agenda be approved as amended.

Two-third majority vote required.

MOTION PUT AND PASSED

4. BUSINESS ARISING OUT OF THE MINUTES- NONE

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 Pam Miller, dated November 6, 2017

The Committee requested that Kellie MacIvor, Cultural Asset Manager, follow-up with Pam Miller to ask if they could provide documentation to accompany the pin for inclusion in the 2017 Time Capsule.

7.1.2 from Barbara Anderson, dated November 6, 2017

Elizabeth Taylor, Manager Culture and Events, informed the Committee that this is being coordinated and will take place.

7.1.3 from Philip Doucette, dated November 14, 2017

The Committee was updated and informed that Philip Doucette may pursue this as a private initiative and has been provided the necessary information by staff.

7.2 Petitions - None

7.3 Presentations- None

8. INFORMATION ITEMS BROUGHT FORWARD – NONE

9. REPORTS/DISCUSSION

9.1 STAFF

9.1.1 2017 Time Capsule Contents Finalization

the following was before the Committee: Time Capsule Update Memo, dated November 15, 2017

Kellie MacIvor, Cultural Asset Manager, reviewed the status for all of the time capsule items. Those already received are with their office or at the Municipal Archives. They brought a few of the collected items as well as the Time Capsule for the Committee to view.

Some items to note:

- Copies of both poems will be received on December 6, 2017
- Updated list of fatalities will be received close to December 6th, to ensure it is as up-to-date as possible
- Renee Gruszecki will provide a grocery receipt for December 6, 2017
- Committee members will collect local and national press clippings related to the event
- A complete copy of the Chronicle Herald's December 6th issue will be included
- The Nova Scotia Photographer's Guild is ready for the December 6th photoshoot and will provide prints for inclusion in the time capsule as well as digital copies
- Committee members will gather programs and invitations of Commemorative Events for inclusion
- A photo of Committee members and Committee and Staff will be coordinated following the Memorial Service

New additions for inclusion were noted:

- Red Cross lapel pin and documentation from Pam Miller (see 7.1.1)
- A copy of David Wood's script for "Extraordinary Acts" (staff will connect and secure)
- A copy of Janet Maybee's "Colchester to the Rescue" along with a personal note (Barry Cahill will secure)
- Renee Gruszecki provided some invitations and collateral she had already gathered

The final date for all contents to be secured is December 16, 2017. Copies of all digital content will also be kept at the Municipal Archives. Susan McClure and the Archives will host an exhibit on December 6th at City Hall following the Reception until 4pm.

The Chair thanked Kellie MacIvor for all of her hard work on the 2017 Time Capsule.

9.1.2 Update – December 6, 2017 Memorial Service

Billy Comer, Civic Events Coordinator, and Andrew Cox, Senior Civic Events Coordinator, reviewed the Official Timeline for the Memorial Service. The Governor General has sent regrets and they are waiting to confirm whether the Prime Minister or another Federal Minister will be in attendance. All speeches have been scripted with clear timings attached. After the official wreath laying, community wreaths will be placed with Navy personnel on hand to assist. At this time 30-40 of these wreaths have been confirmed, this number will likely increase. The sub-committee will meet with key principals on November 23, 2017 to review the timeline and logistics.

The Committee endorsed the revised agenda. There was discussion about the community wreath laying where the time allotted could be challenging as the number of wreaths increases. This will be monitored and adjustments made if required. Janet's Flowers are producing the official wreaths but there are no criteria set for community wreaths. Staff are focused on some site considerations as construction finishes up. It was understood that the numbers attending is hard to determine but that all could be accommodated. It was generally felt that the number would be higher than previous years. St Joseph A McKay school choir will be performing at the reception. Media coverage was discussed including live streaming. It was suggested that Committee members may want to arrive between 8:20 and 8:40 and meet by the stage. A group photo will be taken at the end of the service.

The Chair thanked the Events Team for their hard work.

9.2 COMMITTEE

10. ADDED ITEMS

10.1 Post Ceremony Reporting

The December 13th meeting will be an opportunity to conduct a de-brief of the event. The Time Capsule collection will also be finalized. Peter Greechan, Community Development, Grants and Contributions will attend to gather the Committee's feedback regarding the Grants Program for inclusion in their evaluation.

The Committee discussed the merits of an after action report or information report being tabled by the Chair on the Committee's behalf. Staff will look at the Committee's terms of reference as well as what has historically happened with similar initiatives to help inform what the scope of any report might be. With this information the Committee will be able to discuss the report further at December's meeting and determine if another meeting may be required in the New Year. The Committee is prepared to table a report if it would be of future value or reference.

11. DATE OF NEXT MEETING - Wednesday, December 13, 2017, 3-5pm, NSCC IT Campus, 5685 Leeds Street, Halifax

12. ADJOURNMENT

The meeting adjourned at 4:25 p.m.

INFORMATION ITEMS- NONE

Sharon Chase

**Halifax Explosion 100th Anniversary Special Advisory Committee Minutes
November 15, 2017**

Legislative Support