

**ADMINISTRATIVE ORDER NUMBER 2014-005-GOV
RESPECTING THE SPECIAL ADVISORY COMMITTEE ON THE
100TH ANNIVERSARY OF THE HALIFAX EXPLOSION**

WHEREAS the Halifax Explosion, which occurred on December 6, 1917, was a historically significant event that had an immense impact on Halifax, Dartmouth, and the surrounding communities;

AND WHEREAS the Halifax Regional Municipality wishes to commemorate the 100th anniversary of the Halifax Explosion in 2017;

AND WHEREAS the Halifax Regional Municipality wishes to establish a special advisory committee to provide advice to staff persons of HRM on the development of this significant commemoration event;

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 *Halifax Explosion 100th Anniversary Special Advisory Committee* Administrative Order.

Interpretation

2. In this Administrative Order,

- (a) “Committee” means the Halifax Explosion 100th Anniversary Special Advisory Committee;
- (b) “Council” means the Council of the Halifax Regional Municipality;
- (c) “HRM” means the Halifax Regional Municipality; and
- (d) “Municipal Commemorative Program” means the series of projects undertaken by HRM to commemorate the 100th anniversary of the Halifax Explosion.

Purpose

3. The purpose of this Administrative Order is to establish the terms of reference under which the Halifax Explosion 100th Anniversary Special Advisory Committee will advise municipal staff on the development of the commemoration event for the 100th anniversary of the Halifax Explosion.

The Special Advisory Committee

4. There is hereby established a Special Advisory Committee on the 100th Anniversary of the Halifax Explosion.

The Municipal Commemorative Program

5. HRM shall undertake a Municipal Commemorative Program to commemorate the 100th anniversary of the Halifax Explosion, consisting of three components:

- (a) A civic commemorative event led by HRM that will include elected officials from the governments of Canada, the Province, and HRM, as well as community leaders and members of the general public;
- (b) A legacy capital project; and
- (c) A designated grant program to fund non-profit organizations and registered Canadian charitable organizations located in HRM to deliver local projects in their communities in recognition of the significance of the 100th anniversary of the Halifax Explosion.

Duties of the Committee

6. The Committee shall advise staff on the development and implementation of the Municipal Commemorative Program in recognition of the significance of the 100th anniversary of the Halifax Explosion as follows:

- (a) The Committee shall advise staff of HRM's Community & Recreation Services Department's Events and Cultural Initiatives group with regards to the planning of the civic commemorative event;
- (b) The Committee shall advise staff of HRM's Planning & Infrastructure Department's Property and Real Estate group and Facility Development group with regards to the legacy capital project as follows:
 - (i) assist in identifying program priorities;
 - (ii) structure public and stakeholder consultation;
 - (iii) provide feedback on project design;
 - (iv) identify opportunities for collaboration and partnership with external organizations; and
 - (v) identify potential opportunities for non-municipal funding sources; and
- (c) The Committee shall advise staff of HRM's Finance Department's Grants Program with regards to the development of a grant program, funding criteria, and guidelines. If directed by Council, the Committee may make recommendations to the Grants Committee in regard to funding applications.

Administrative Order One

7. Except as herein provided, the provisions of Administrative Order One, Respecting the Procedures of Council, shall apply to the Committee.

Public Appointment Policy

8. Except as herein provided, the provisions of the Public Appointment Policy shall apply to the Committee.

Membership

9. The nominating body for membership on the Committee shall be the Community Planning and Economic Development Standing Committee.

10. The Committee shall be comprised of eight (8) members as follows:

- (a) One (1) representative of the local business community;
- (b) One (1) member of the public with demonstrated knowledge of the history of the Halifax Explosion;
- (c) One (1) member of the public with demonstrated experience in event design or management, experience in ceremonial protocol would be considered an asset;
- (d) One (1) member of the public with professional accreditation or experience in regard to landscape architecture, architecture, planning or engineering;
- (e) One (1) member of the public from the professional arts and culture community;
- (f) One (1) member of the public with experience in corporate, government or charitable fund raising; and
- (g) Two (2) members at large.

Term of Membership

11. Each member shall be appointed for the duration of the Committee which is to conclude after the anniversary of the event in 2017.

Reporting

12. Municipal staff shall, with the assistance of the Committee, submit a written report to the Community Planning and Economic Development Standing Committee on the status of the Municipal Commemorative Program at least twice annually.

Sub-Committees

13. The Committee may appoint sub-committees, consisting of members of the Committee, to report to the Committee on matters that the Committee determines require further investigation.

14. The Committee shall appoint one of its members to chair the sub-committee at the time it constitutes the sub-committee.

15. Sub-committees shall report directly to the Committee.

Meetings

16. The Committee shall meet no less than quarterly or otherwise as required to fulfill the duties as outlined.

17. The Chair, in consultation with staff of the Office of the Municipal Clerk, shall be responsible for calling all meetings of the Committee and for setting the agenda.

18. In the absence of the Chair, the members of the Committee may select a member to chair a meeting.

Done and passed in Council this 10th day of June, 2014.

Mayor

Municipal Clerk

I, Cathy Mellett, Municipal Clerk of the Halifax Regional Municipality, hereby certify that the above noted Administrative Order was passed at a meeting of Halifax Regional Council held on June 10, 2014.

Cathy Mellett, Municipal Clerk

Notice of Motion:
Approval:

May 20, 2014
June 10, 2014