

Item 7.1.3

Table 1: Draft Timeline		
Timeframe	Action	Responsibility
July - September, 2015	Vision : Commemorative Cultural Presentation Program <ul style="list-style-type: none"> • Signature Program Elements • Commissioning • Project Management and Coordination • Partnership and Technical Committee • Timeline and Alignment with other Funding 	Staff: Culture and Events
	Vision: Presentation on 100 th Anniversary Commemoration Event	Staff: Culture & Events to Committee
July - October, 2015	Advisory committee input into the planning and protocol of December 6, 2017 Event	Committee report to Staff
	Advisory committee input into concept and scope of Cultural Presentation Program	Committee report to Staff
October - December, 2015	Progress report to Community Planning & Economic Development Standing Committee	Staff to CPED: Culture & Events Parks & Recreation, Finance (Grants & Contributions)
	2017 Event Protocol and design input	Committee to Staff
	Draft Communications Plan	Staff: Corp Comms/ Public Affairs to Committee
	Ongoing input to 98th Annual Halifax Explosion Event	Committee to Culture & Events Staff
	Provincial staff presentation on Communication strategy	Provincial Staff
December 6 th , 2015	98 th Annual Halifax Explosion Event	Staff: Culture & Events
January, 2016	Launch publicity of grants program Program materials available in print and on-line. 6 month lead up to prepare quality submission	Staff: Finance (Grants & Contributions) Staff: Corporate Communications
January 31, 2016	January 31st 2016 PCH Legacy Fund- Community Anniversaries deadline	Culture & Events Staff to PCH (Submission)
Spring 2016	Grant Information session	Finance (Grants & Contributions)
	Release RFPs for Commemorative	Staff: Culture & Events Staff

	Cultural Presentation Program Progress report to Community Planning & Economic Dev Standing Committee	Staff: Procurement Staff to CPED: Culture & Events Parks & Recreation, Finance (Grants & Contributions)
Summer 2016	Fort Needham Master Plan Committee update	Staff: Parks & Recreation
June 2016	Grant Application deadline RFP deadline	Applicants
June 2016, to July 31, 2016	Review of proposals, recommendation report Review pf RFPs	Finance (Grants & Contributions) Review team(s) Staff :Culture & Events
August 1 to September 30, 2016	Approval of recommended awards RFP programs approved	Grants Committee Regional Council Staff: Procurement/Events & Culture
December 6th, 2016	99th Annual Halifax Explosion Event	Staff: Culture & Events
September 2017	Progress report to Community Planning & Economic Development Standing Committee Launch final stage Communication Plan for Commemoration Final planning stage of event	Staff to CPED Staff: Public Affairs/Corp Comms Staff: Culture & Events
October 1, 2016 to September 30, 2017	Funded projects commence over 12 month period: lead up to December 6, 2017, anniversary date	Grant recipient
October 2017	Grant Final reports due	Applicants
October to December, 2017	Program evaluation Final Event plan	Finance (Grants & Contributions) Staff: Culture & Events
December 6, 2017	100 th Anniversary Event	All relevant parties
February 2018	Final report to Community Planning & Economic Development Standing Committee	Staff: Culture & Events Parks & Recreation, Finance (Grants & Contributions)

Note: The times and actions in this schedule may be altered due to unforeseen circumstances.