



**HALIFAX EXPLOSION 100<sup>th</sup> ANNIVERSARY  
SPECIAL ADVISORY COMMITTEE  
MINUTES  
July 15, 2015**

**PRESENT:** Mr. Craig Walkinton, Chair  
Mr. Dwight Dorey, Vice Chair  
Mr. Jeffry Haggett  
Mr. David Sutherland  
Ms. Marilyn Elliott  
Ms. Renee Gruszecki  
Mr. Will Robinson-Mushkat  
Ms. Pat Jessup

**OTHERS PRESENT:** Councillor Jennifer Watts

**STAFF:** Ms. Elizabeth Taylor, Manager Events and Cultural Initiatives  
Ms. Peta Jane Temple, Team Lead, Tax, Grants and Special Projects  
Mr. Peter Bigelow, Manager, Real Property and Planning  
Mr. Jamie MacLellan, Public Art Facilitator  
Mr. Billy Comer, Coordinator, Civic Events  
Ms. Jennifer Weagle, Legislative Assistant

*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/index.php>*

*The meeting was called to order at 3:00 p.m. and adjourned at 5:17 p.m.*

**1. CALL TO ORDER**

The Chair called the meeting to order at 3:00 p.m.

**2. APPROVAL OF MINUTES – June 17, 2015**

**MOVED by Renee Gruszecki, seconded by Will Robinson-Mushkat, that the minutes of June 17, 2015 be approved as presented. MOTION PUT AND PASSED.**

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

**Added:**

Item No. 4.2 Update – Fort Needham Park Master Plan – *Peter Bigelow, Manager, Policy & Planning*

**Deferral:**

Item 5.1 “Correspondence and video from Gordon Wayhay, dated May 12, 2015, re: Model Railroad of Halifax/Dartmouth/Bedford prior to 1917”. Due to time constraints, this item was deferred to the next meeting.

**MOVED by Will Robinson-Mushkat, seconded by Dwight Dorey, that the agenda be approved as amended. MOTION PUT AND PASSED.**

**4. BUSINESS ARISING OUT OF THE MINUTES**

**4.1 Status Update: Halifax Explosion 100<sup>th</sup> Anniversary Commemorative Emblem, Coin & Stamp**

The following was before the Committee:

- A status sheet of Committee recommendations/items of interest

The Legislative Assistant advised that a status sheet of Committee recommendations and items of interest has been developed, and will be updated and recirculated to Committee members as information comes forward.

**4.2 Update – Fort Needham Park Master Plan – *Peter Bigelow, Manager, Policy & Planning, Parks and Recreation***

Mr. Peter Bigelow, Manager, Policy & Planning, Parks and Recreation, provided a verbal update on the Fort Needham Park Master Plan. He indicated that a good plan was developed through consultation with the Committee and the public, but there are challenges around funding. Staff are working on a plan to seek corporate and government funding partners. Mr. Bigelow indicated that staff hope to be able to bring the plans forward to the Committee at the September meeting, noting that this would be before going to the public.

The Chair asked that the Committee receive the plans with plenty of time for review prior to the meeting. Mr. Bigelow indicated that the plans are still a confidential document, and would need to seek permission to release them early.

Councillor Watts noted that the Master Plan for the park is a wider public process than just the legacy project considered by the Committee, and it is therefore important that the feedback be public.

Staff and the Committee discussed options for obtaining feedback from the Committee and the public, and it was decided that staff will bring the plans forward to the Committee after the public has been consulted.

Mr. Bigelow thanked the Committee for their input thus far, noting that it has contributed enormously to the plan, which have incorporated the Guiding Principles developed by the Committee for the 100<sup>th</sup> Anniversary Commemorative Program.

**5. CONSIDERATION OF DEFERRED BUSINESS**

**5.1 Correspondence and video from Gordon Wayhay, dated May 12, 2015, re: Model Railroad of Halifax/Dartmouth/Bedford prior to 1917**

This item was deferred earlier in the meeting. Refer to page 2.

**5.2 “Just One of the Boys” (video) - Marilyn Elliott**

Ms. Elliott shared a short film produced by the NFB about her father, Eric Davidson, who was blinded in the explosion as a young boy.

**6. CORRESPONDENCE, PETITIONS & DELEGATIONS**

**6.1 Correspondence - None**

**6.2 Petitions – None**

**6.3 Presentations - None**

**7. REPORTS/DISCUSSION**

**7.1. STAFF**

**7.1.1 Proposed Halifax Explosion 100<sup>th</sup> Anniversary Designated Funding Program – development of detailed eligibility criteria and evaluation form - PJ Temple, Grants & Special Projects**

The following was before the Committee:

- A staff Information Report “Special Advisory Committee on the 100<sup>th</sup> Anniversary of the Halifax Explosion Part 5 - Designated Grant Program: Synopsis of Eligibility Criteria and Evaluation Criteria”.

As a continuation of the overview provided at the June 17, 2015 meeting, Ms. Temple presented to the Committee Part 5 of the Designated Grant Program: Synopsis of Eligibility Criteria and Evaluation Criteria.

Ms. Temple explained that feedback from the Committee will be incorporated into an Administrative Order for the program, and she hopes to have the Administrative Order before the Audit and Finance Standing Committee for their September 16<sup>th</sup> meeting, for recommendation to Regional Council.

Responding to questions posed in the information report, the Committee provided the following feedback with regard to the development of the eligibility criteria for the program:

- An organization may apply to more than one HRM grant program in one year;
- An organization may not apply to two separate HRM grant programs for funding on one Halifax Explosion related project;

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- If an organization regularly applies to a grant program for a non-Halifax Explosion related project, it could continue to do so and also apply to the Halifax Explosion Program for a different project, if the two projects are two clearly distinct projects.
- Government agencies, boards and commissions should be excluded from eligibility.

Mr. Sutherland inquired whether members of the Grants Committee would be aware of multiple HRM grant program applications made by an applicant, noting concern with whether an applicant would be able to undertake and complete more than one project.

The Committee suggested that the policy include that preference may be given to an organization not eligible for another HRM grant program.

Ms. Temple noted that staff have no policy ability to exclude an applicant from applying to a program, although they could suggest redirection of an applicant from one program to another.

The Committee discussed the importance of providing clear direction to applicants within the policy, without being too prescriptive as to disallow creative projects from the community. They discussed whether the overall goal of the funding is to provide funding to all applicants, or to support excellent quality projects.

The Committee discussed the maximum grant amount for the program, whether it should be \$5,000 or up to \$10,000. Ms. Temple indicated that the funding amount for the program is \$100,000, pending approval from Regional Council.

Mr. Robinson-Mushkat noted that there will be a wide range of project applications, some over \$5000, and some well below. He suggested spreading out the funding out to allow as many groups to benefit from it as possible.

Mr. Walkington noted concern with applicants splitting contracts into smaller applications, to avoid funding limits. Ms. Temple noted that staff can manage that by stipulating that the maximum grant amount for a project is irrespective of the number of partners.

The Committee agreed to a maximum of \$10,000 per application.

Ms. Temple reviewed the proposed weighted scoring criteria for the program, which she noted was developed using the guiding principles for the Commemorative Program prepared by the Committee. She clarified that scores will not be made public, although the scoring criteria will be included in the guidebook.

The Committee discussed the decision making process for applications through the program. Staff suggested a structure which would follow initial review and recommendation by a staff review team, to the Halifax Explosion 100<sup>th</sup> Anniversary Advisory Committee, to the Grants Committee, to Regional Council for final approval. She explained that each body would write its own recommendation report to the next body, which would all be brought forward together, for Regional Council to have the benefit of all recommendations.

Councillor Watts noted that it is up to the Committee whether they want to be involved in the grant application approval process, noting that it is not mandated in the Committee's Terms of Reference, and it will ultimately be up to Regional Council to approve the process.

At the request of the Committee, Ms. Temple discussed the process for a potential conflict of interest in that may arise for a member of the Committee when participating in the review of applications. She noted that the Committee member would have to declare a conflict of interest, and remove themselves from the discussion and decision on that particular application.

At the request of the Committee, the Legislative Assistant agreed to circulate to the Committee a link to the Grants Committee webpage, for reference.

MOVED by Jeff Haggett, seconded by Will Robinson-Mushkat,

**THAT the Halifax Explosion 100<sup>th</sup> Anniversary Advisory Committee (HEAAC) wishes to support the staff recommendation that HEAAC make recommendation to the Grants Committee in regard to applications to the Halifax Explosion 100<sup>th</sup> Anniversary Designated Grant Program.**

**MOTION PUT AND PASSED.**

The Committee requested that “children” be added to the Youth Engagement category.

Ms. Temple clarified the approval process for the program, process, and policy, noting that staff are aiming to have a staff recommendation report to the Audit and Finance Standing Committee for their September 16, 2015 meeting, for that Committee to make recommendation to Regional Council.

The Committee and Ms. Temple continued discussion on the program, noting that the organization must be located within the Municipality, although there will be opportunities for partnership of organizations within and outside of the Municipality.

**7.1.2 Halifax Explosion 100<sup>th</sup> Anniversary Commemorative Cultural Program – program and process discussion – *Jamie MacLellan & Elizabeth Taylor, Parks & Recreation***

The following was before the Committee:

- Staff presentation “Halifax Explosion 100<sup>th</sup> Anniversary Commemorative Cultural Program - Program and Process Discussion”

Ms. Elizabeth Taylor, Manager, Culture & Events, indicated that this is the first look at the development of a Commemorative Cultural Program that staff have outlined in response to discussions held by the Committee over the last several months. She advised that it would be a connective piece that the municipality would recognize with a signature emphasis, and it would connect with the designated grant program and with organizations wishing to do a signature cultural commemorative piece. The intent would be through a Request For Proposals (RFP) program, but the specifics are up for discussion.

Mr. Jamie MacLellan presented to the Committee staff’s initial idea for a framework for the commemorative cultural program, noting that it is intended as an addition to the ceremonial event on the day of the anniversary. Mr. MacLellan reviewed the Guiding Principles that staff used to draft the framework for the program. He discussed examples of ideas for the program, such as a web-based series that could focus on certain untold parts of the history, such as Tufts Cove. Mr. MacLellan noted that the intent for the program would be for signature and significant projects, such as the memorial community art project underway by textile artist Laurie Swim, or the Symphony Nova Scotia concert that was previously discussed with the Committee.

Mr. MacLellan noted that the program would be subject to the approval of Council, and also subject to anticipated funding from Heritage Canada and the HRM budgeting process. He indicated that staff are looking for feedback on how to proceed with this program.

The Chair proposed holding a Committee workshop to brainstorm and discuss the Commemorative Cultural Program at greater length. He noted that this should be done in terms of how the program would meet the Guiding Principles set out by the Committee. The Chair commented that as with all of the Committee’s meetings, the workshop would be open to the public as observers.

The Committee discussed the need to be conscientious and careful to avoid the appearance of setting a list of preferred projects or endorsing certain projects.

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Responding to questions from the Committee, staff clarified that through the RFP process, a few signature projects would be developed with this program, budget depending. Staff further clarified that the Commemorative Cultural Program is not a part of the Terms of Reference of the Committee, and has not been brought before Council for approval yet.

Ms. Taylor commented that HRM Culture and Events staff have been meeting with an ad-hoc stakeholder group since last July made up of staff from Canadian Heritage, the Nova Scotia Archives, Halifax Public Libraries, Maritime Museum of the Atlantic, ACOA, and the Department of National Defence, and the need has arose for a digital platform for coordination of projects being planned by government agencies and organizations.

Ms. Taylor responded to questions regarding the ad-hoc stakeholder group, clarifying that it is a staff level Committee, and that they have been asked to present to this Committee and have indicated that they are not yet ready to do so.

The Committee asked that the stakeholders from the ad-hoc group be invited to the workshop to share their plans, even if they are at the early stages, or if this is not possible, that staff obtain an overview of plans from each organization.

Pat Jessup left the meeting at 4:56 p.m.

The Committee discussed potential dates and times and agreed to hold a workshop on Wednesday, September 16<sup>th</sup>, from 1:00 to 3:00 p.m., followed by the regular meeting from 3:00 to 5:00 p.m.

Marilyn Elliott left the meeting at 5:10 p.m.

**7.1.3 Draft Timeline for Halifax Explosion 100<sup>th</sup> Anniversary Commemorative Program**

The following was before the Committee:

- A draft timeline for the for Halifax Explosion 100<sup>th</sup> Anniversary Commemorative Program.

This item was not discussed.

**7.2 COMMITTEE** - None

**8. ADDED ITEMS** - None

**9. DATE OF NEXT MEETING – Wednesday, September 16, 2015** - 3:00–5:00 p.m., Room B239, NSCC, 5685 Leeds Street, Halifax (*note: no meeting in August*)

**10. ADJOURNMENT**

The meeting adjourned at 5:17 p.m.

Jennifer Weagle  
Legislative Assistant