

Halifax Explosion 100th Anniversary Special Advisory Committee Time Capsule Guidelines and Schedule for January 7, 2017 Work Shop

The focus of this workshop is to define the contents and schedule for the new Time Capsule for the Needham Memorial Bell Tower. Issues and Events relating to the original Time Capsule fall outside of this workshop and will be finalized in 2017.

Content Ideas:

The contents of this capsule will be opened by future generations. What are the stories the Committee wants to tell that best capture the commemorative intent of the 100th Anniversary? The following ideas are suggestions only and include items discussed at the December 14th Committee meeting. In total the capsule can safely house 20 – 25 encapsulated documents and perhaps a few small items such as commemorative coins and stamps (if these are anticipated). The new Time Capsule measures 12" x 4" x 9".

- Photographs of current Richmond-area neighbourhood, schools, Court House and Needham Community Centre – what does the neighbourhood look like now?
- Photos of Needham Park before, during and after the Legacy Projects
- List of Committee Members and Committee Mandate
- 100th Anniversary Logo
- Letters and drawings from local students that capture their thoughts on the 100th Anniversary
- Copy of Programme related to the 100th Ceremony
- Updated list of victims that capture any additional info since the 1985 capsule
- Summary of Legacy Projects and Master Plan around 100th Anniversary
- List of the 1985 Time Capsule contents
- Story of the North Branch Memorial Library
- Story of the founding of Needham Park through the Relief Commission
- Summary of First Responders
- Bibliography of primary research records and sources
- Instructions on opening this Capsule and what to do with the materials once opened

Once the ideas for content have been finalized, the Committee will want to appoint specific Committee Member roles and responsibilities for gathering this information.

Preservation Requirements:

CCI Note 1/6 describes both technical advice on the capsule itself as well as information on what to add as contents (<http://canada.pch.gc.ca/eng/1439925169989>).

- Paper-based items need to be copied onto best quality archival paper. Newsprint and non-archival paper will not survive in the long-term.
- Digital media tends to break down over time. These are best preserved through other means.

- Food, plant-based materials, batteries, non-cleaned metals, original photographs, plastics and rubber should all be avoided. These will not survive and can easily contaminate the other archival materials inside the capsule.

Final Content Process:

The Committee is responsible for creating, gathering, vetting and curating the final content.

HRM staff are responsible for the physical creation of the finalized content items and will purchase the Time Capsule. Each item will be scanned, printed and encapsulated. The HRM Archives may choose to accession the originals and create a file to add to the Halifax Explosion records.

HRM Culture and Events is responsible for the 100th Anniversary events and will finalize all plans for the opening the original Time Capsule, the potential display or return of those items to the memorial Bell Tower and the closing of the new Time Capsule. The Committee will be informed of these plans in 2017, as they are confirmed.

Schedule:

- January – April 2017 – The Committee will decide on the themes and sources for the 20-25 pages of content.
- May – July 2017 – The Committee will finalize and gather all pieces of content. (There will be a few other articles such as printed programmes that will be added in December 2017.)
- August 2017 – HRM staff will collect the final content from the Committee. Staff will scan the originals, print the images on archival paper and encapsulate the materials. The process for sealing the Time Capsule will be further developed.
- September – November 2017 – HRM will finalize plans for all the Explosion Commemorative events, including events related the Time Capsule.
- December 2017 – The final event-related content for the new Time Capsule will be encapsulated and added to the earlier contents.