



P.O. Box 1749  
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**Item No. 12.1.1**  
**Community Planning & Economic Development Standing Committee**  
**November 16, 2017**

**TO:** Chair and Members of the Community Planning & Economic Development Standing Committee

Original Signed

**SUBMITTED BY:**

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Liam MacSween, Legislative Assistant

**DATE:** November 8, 2017

**SUBJECT:** **2018 Community Planning and Economic Development Standing Committee Meeting Schedule**

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**ORIGIN**

It is the practice for the Community Planning & Economic Development Standing Committee to adopt an schedule outlining meetings for the forthcoming year.

**LEGISLATIVE AUTHORITY**

Administrative Order 1, *Respecting the Procedures of the Council*, Schedule 3, Community Planning & Economic Development Standing Committee Terms of Reference, Section 8:

**Administration and Procedures**

8. The Community Planning and Economic Development Standing shall meet no less than four (4) times annually, preferably monthly, or as determined by the Committee.

**RECOMMENDATION**

It is recommended that the Community Planning and Economic Development Standing Committee approve the proposed 2018 meeting schedule as outlined in Attachment 1 of this report.

## **BACKGROUND**

In accordance with Section 8, of the Community Planning and Economic Development Standing Committee (CPED) Terms of Reference, CPED shall meet no less than four times annually. The Community Planning and Economic Development Standing Committee meets on the third (3<sup>rd</sup>) Thursday of the month, in Council Chamber, 3<sup>rd</sup> Floor City Hall, 1841 Argyle Street Halifax from 10:00 a.m. to 12:00 p.m.

## **DISCUSSION**

It has been the practice of the Community Planning & Economic Development Standing Committee to adopt a meeting schedule for the coming year. This process allows members of Council, staff and the public to be notified and plan in advance for meetings. The Chair of the Community Planning & Economic Development Standing Committee, with input from staff, has the authority to cancel a scheduled meeting should it be deemed necessary. A special meeting for a time sensitive matter may be called with appropriate notice, provided it is done in accordance with the HRM Charter and Administrative Order One.

The proposed 2018 schedule provided as Attachment 1 of this report, proposes 11 (eleven) regular meetings and takes into account statutory holidays, March Break, meetings of Federation of Canadian Municipalities (FCM), Union of Nova Scotia Municipalities (UNSM), and the number of meetings provided for in 2017.

## **FINANCIAL IMPLICATIONS**

There are no budget implications associated with the recommended course of action.

## **RISK CONSIDERATION**

A delay in approval could result in additional delays for other meeting schedules, as consideration of the approved Community Planning and Economic Development Standing Committee schedule may be used when proposing other Committee meeting dates.

## **COMMUNITY ENGAGEMENT**

The 2018 meeting schedule for the Community Planning & Economic Development Standing Committee, once adopted, is posted online at Halifax.ca to enable members of the public and media to have access to the meeting schedule, agendas and reports the Friday prior to the meeting.

## **ENVIRONMENTAL IMPLICATIONS**

There are no environmental implications associated with the recommended course of action.

## **ALTERNATIVES**

The Community Planning & Economic Development Standing Committee may recommend and/or adjust the proposed 2018 meeting schedule as they see fit.

## **ATTACHMENTS**

Attachment 1 – Proposed 2018 Community Planning & Economic Development Standing Committee Meeting Schedule

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A copy of this report can be obtained online at [halifax.ca](http://halifax.ca) or by contacting the Office of the Municipal Clerk at 902.490.4210.

Report Prepared by: Liam MacSween, Legislative Assistant, Office of Municipal Clerk, 902.490.6521

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**Proposed 2018  
Community Planning & Economic Development Standing Committee  
Meeting Schedule**

Council Chamber  
3<sup>rd</sup> Floor, City Hall  
1841 Argyle Street, Halifax

3<sup>rd</sup> Thursday of the month from 10:00 a.m. – 12:00 p.m.

Time, date and location is subject to change.

<b>3<sup>rd</sup> Thursday, 10:00 a.m. - 12:00 p.m.</b>
Thursday, January 18, 2018
Thursday, February 15, 2018
Thursday, March 8, 2018*
Thursday, April 19, 2018
Thursday, May 17, 2018
Thursday, June 21, 2018
Thursday, July 19, 2018
August – No meeting scheduled
Thursday, September 20, 2018
Thursday, October 18, 2018
Thursday, November 15, 2018
Thursday, December 6, 2018**

\*March meeting moved to second Thursday due to March Break (March 12-17).

\*\*December meeting moved to first Thursday due to Christmas Holiday.