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**Item No. 9.1.3**  
**Advisory Committee for Accessibility in HRM**  
**November 20, 2017**

**TO:** Chair and Members of the Advisory Committee for Accessibility in HRM

Original Signed

**SUBMITTED BY:**

\_\_\_\_\_  
Liam MacSween, Legislative Assistant

**DATE:** November 15, 2017

**SUBJECT:** 2018 Advisory Committee for Accessibility in HRM Meeting Schedule

**ORIGIN**

It is the practice for the Advisory Committee for Accessibility in HRM to adopt an schedule outlining meetings for the forthcoming year.

**LEGISLATIVE AUTHORITY**

*Administrative Order Number 2017-005-GOV Respecting the Advisory Committee on Accessibility in the Halifax Regional Municipality, section 21:*

**Meetings**

21. The Committee shall meet no less than six times per year, or otherwise as required to fulfill the duties as outlined.

**RECOMMENDATION**

It is recommended that the Advisory Committee for Accessibility in HRM approve the proposed 2018 meeting schedule as outlined in Attachment 1 of this report.

**BACKGROUND**

In accordance with Section 21, of Administrative Order Number 2017-005-GOV, Respecting the Advisory Committee on Accessibility in the Halifax Regional Municipality, the committee shall meet no less than six times per year, or otherwise required to fulfill the duties of the committee. The Advisory Committee for Accessibility in HRM meets on the third (3<sup>rd</sup>) Monday of the month, in Halifax Hall, 2<sup>nd</sup> Floor City Hall, 1841 Argyle Street Halifax from 4:00 p.m. to 6:00 p.m.

**DISCUSSION**

It has been the practice of the Advisory Committee for Accessibility in HRM to adopt a meeting schedule for the coming year. This process allows members of committee, staff and the public to be notified and plan in advance for meetings. The Chair of the Advisory Committee for Accessibility in HRM, 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 Advisory Committee for Accessibility in HRM schedule may be used when proposing other Committee meeting dates.

**COMMUNITY ENGAGEMENT**

The 2018 meeting schedule for the Advisory Committee for Accessibility in HRM, 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 Advisory Committee for Accessibility in HRM may recommend and/or adjust the proposed 2018 meeting schedule as they see fit.

**ATTACHMENTS**

Attachment 1 – Proposed 2018 Community Planning & Economic Development Advisory Committee for Accessibility in HRM 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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## Attachment 1

### Proposed 2018 Advisory Committee for Accessibility in HRM Meeting Schedule

**Date:** 3<sup>rd</sup> Monday of each month (with exceptions noted by \*)

**Time:** 4:00 p.m. to 6:00 p.m.

**Location:** Halifax Hall, 2<sup>nd</sup> Floor City Hall, 1841 Argyle Street

January 15

February 26\* (\*Moved to 4<sup>th</sup> Monday due to NS Heritage Day holiday)

March 19

April 16

May 28 \* (Moved to 4<sup>th</sup> Monday due to Victoria Day holiday)

June 18

July 16

No meeting in August\*

September 17

October 15

November 19

December 17 (if required)