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Item No. 12.1.1
Transportation Standing Committee
November 23, 2017

TO: Chair and Members of the Transportation Standing Committee

Original Signed

SUBMITTED BY:

Liam MacSween, Legislative Assistant

DATE: November 15, 2017

SUBJECT: **2018 Transportation Standing Committee Meeting Schedule**

ORIGIN

It is the practice for the Transportation Standing Committee to adopt an schedule outlining meetings for the forthcoming year.

LEGISLATIVE AUTHORITY

Administrative Order 1, *Respecting the Procedures of the Council*, Schedule 7, Transportation Standing Committee Terms of Reference, Section 10:

Administration and Procedures

10. The Transportation Standing shall meet no less than four (4) times annually, preferably monthly, or as determined by the Committee.

RECOMMENDATION

It is recommended that the Transportation Standing Committee approve the proposed 2018 meeting schedule as outlined in Attachment 1 of this report.

BACKGROUND

In accordance with Section 10, of the Transportation Standing Committee Terms of Reference, the Transportation Standing Committee shall meet no less than four times annually, preferably monthly, or as determined by the committee. The Transportation Standing Committee meets on the third (4th) Thursday of the month, in Council Chamber, 3rd Floor City Hall, 1841 Argyle Street Halifax from 1:00 p.m. to 3:00 p.m.

DISCUSSION

It has been the practice of the Transportation 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 Transportation 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 Transportation Standing Committee schedule may be used when proposing other Committee meeting dates.

COMMUNITY ENGAGEMENT

The 2018 meeting schedule for the Transportation 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 Transportation Standing Committee may recommend and/or adjust the proposed 2018 meeting schedule as they see fit.

ATTACHMENTS

Attachment 1 – Proposed 2018 Transportation Standing Committee Meeting Schedule

A copy of this report can be obtained online at 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

**Proposed
Transportation Standing Committee
2018 Meeting Schedule**

Council Chamber
3rd Floor, City Hall
1841 Argyle Street, Halifax

4th Thursday of the month from 1:00 – 3:00 p.m.

Time, date and location is subject to change.

4th Thursday, 1:00 - 3:00 p.m.
Thursday, January 25, 2018
Thursday, February 22, 2018
Thursday, March 22, 2018
Thursday, April 26, 2018
Thursday, May 24, 2018
Thursday, June 28, 2018
Thursday, July 26, 2018
August – No meeting scheduled
Thursday, September 27, 2018
Thursday, October 25, 2018
Thursday, November 29, 2018*
Thursday, December 13, 2018 – if required**

*November meeting moved due to Canadian Urban Transit Association conference Nov 18-21.

**December meeting moved due to Christmas Break.