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**Item No. 9.2**  
**Halifax Peninsula Planning Advisory Committee**  
**November 27, 2017**

**TO:** Chair and Members of the Halifax Peninsula Planning Advisory Committee

**SUBMITTED BY:** ORIGINAL SIGNED

Sherryl Murphy, Deputy Municipal Clerk

**DATE:** November 20, 2017

**SUBJECT:** 2018 Halifax Peninsula Planning Advisory Committee Meeting Schedule

**ORIGIN**

It is the practice for the Halifax Peninsula Planning Advisory Committee to adopt a schedule of meetings for the upcoming year.

**LEGISLATIVE AUTHORITY**

Terms of Reference, Halifax Peninsula Planning Advisory Committee:

*The Planning Advisory Committee shall meet at least once per month or as required to conduct business of the Committee. Additional meetings may be scheduled at the discretion of the Chair in consultation with staff.*

**RECOMMENDATION**

It is recommended that the Halifax Peninsula Planning Advisory Committee approve the proposed 2018 meeting schedule as outlined in Attachment 1 to this report.

## **BACKGROUND**

In accordance with the Halifax Peninsula Planning Advisory Committee Terms of Reference, the Committee shall meet at least once per month or as required to conduct business of the Committee. The Committee meets the 4th Monday of each month in Halifax Hall, City Hall, 1841 Argyle Street from 4:00 p.m. to 6:00 p.m.

## **DISCUSSION**

The proposed 2018 schedule provided as Attachment 1 of this report, proposes 12 regular meetings and takes into account statutory holidays, March Break, meetings of Federation of Canadian Municipalities (FCM), and Union of Nova Scotia Municipalities (UNSM). The approval of this schedule will allow members of Council, staff and the public to be notified and plan in advance for meetings. The Chair of the Halifax Peninsula Planning Advisory 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.

## **FINANCIAL IMPLICATIONS**

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

## **RISK CONSIDERATION**

There are no risks identified.

## **COMMUNITY ENGAGEMENT**

The 2018 meeting schedule for the Halifax Peninsula Planning Advisory Committee, once adopted, is posted to the HRM calendar at Halifax.ca to enable members of the public and media to have access to the meeting schedule, agendas and reports.

## **ENVIRONMENTAL IMPLICATIONS**

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

## **ALTERNATIVES**

The Halifax Peninsula Planning Advisory Committee may recommend and/or adjust the proposed 2018 meeting schedule as they see fit.

## **ATTACHMENTS**

Attachment 1 – Proposed 2018 Halifax Peninsula Planning Advisory 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 Phoebe Rai, Legislative Assistant, [raip@halifax.ca](mailto:raip@halifax.ca) or 902-490-6732

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## Proposed Meeting Schedule 2018 – Halifax Peninsula Planning Advisory Committee

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**Date:** 4<sup>th</sup> Monday of the Month, with public meetings scheduled as required.

**Time:** 4:00 p.m. – 6:00 p.m.

**Location:** Halifax Hall, City Hall

January 8, 2018 – Member Orientation and Information Session

January 22, 2018 – Election of Chair / Vice Chair

February 26, 2018

March 26, 2018

April 23, 2018

May 28, 2018

June 25, 2018

July 23, 2018 *\*if required*

August 27, 2018 *\*if required*

September 24, 2018

October 22, 2018

November 26, 2018

December – no meeting