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Item No. 9.1.5
Grants Committee
December 4, 2017

TO: Chair and Members of the Grants Committee

SUBMITTED BY: Original Signed
Sheilagh Edmonds, Legislative Assistant, Municipal Clerk's Office

DATE: November 23, 2017

SUBJECT: Proposed 2018 Meeting Schedule

ORIGIN

The Committee establishes a yearly meeting schedule, annually.

LEGISLATIVE AUTHORITY

Section 6.1 of the Committee's Terms of Reference – "The committee shall meet as required to facilitate the timely review and recommendations on applications, legislation, policy and procedures, public consultation, program evaluation, contractual matters, or appeals."

RECOMMENDATION

It is recommended that the Grants Committee approve the 2018 Meeting Schedule as outlined in the Discussion section of this report.

BACKGROUND

Past practice of the Grants Committee has been to establish a yearly meeting schedule so that Committee members and the public have sufficient notice of meeting dates. In the event that a meeting is not required and is cancelled, the Clerk's Office ensures the Committee members are notified of the meeting cancellation and public notification of the cancellation is done through HRM's website.

DISCUSSION

The Grants Committee has traditionally met on the first Monday of the month, from 1:00 p.m. to 3:00 p.m. in Halifax Hall, City Hall. Generally, the Committee has not met during the months of July and August unless there was an urgent matter requiring the Committee's consideration. Therefore, based on past practice, the following dates are proposed for a 2018 meeting schedule:

- January 8** (this is the second Monday of the month; the first Monday of January is a holiday, i.e. New Year's Day)
- February 5**
- March 5**
- April 9** (this is the second Monday of the month; the first Monday is a holiday, i.e. Easter Monday)
- May 7**
- June 4**
- September 10** (this is the second Monday of the month; the first Monday is a holiday, i.e. Labour Day)
- October 1**
- November 5**
- December 3**

FINANCIAL IMPLICATIONS

None.

RISK CONSIDERATION

N/A

COMMUNITY ENGAGEMENT

N/A

ENVIRONMENTAL IMPLICATIONS

N/A

ALTERNATIVES

If the proposed dates and/or times are not suitable for the Committee members, the Committee can consider alternate dates and/or times.

ATTACHMENTS

None.

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: Sheilagh Edmonds, Legislative Assistant
