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Halifax, Nova Scotia
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Item No. 12.2.1
Appeals Standing Committee
December 14, 2017

TO: Chair and Members of the Appeals Standing Committee

SUBMITTED BY: ORIGINAL SIGNED

Krista Vining, Legislative Assistant

DATE: November 16, 2017

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

ORIGIN

It is the practice for the Appeals Standing Committee (ASC) to adopt a schedule of meetings for the upcoming year.

LEGISLATIVE AUTHORITY

Administrative Order 1, *Respecting the Procedures of the Council*, Schedule 1, Appeals Standing Committee Terms of Reference, Section 4:

The Appeals Standing Committee shall meet no less than four (4) times annually, preferably monthly, or as agreed to by the Appeals Standing Committee.

RECOMMENDATION

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

BACKGROUND

In accordance with Section 4 of the Appeals Standing Committee (ASC) Terms of Reference, ASC shall meet no less than four (4) times annually. The Committee meets the 2nd Thursday of each month in the Council Chamber, City Hall, 1841 Argyle Street from 10:00 a.m. to 12:00 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 Appeals 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.

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 HRM Committee meeting schedules, as the Appeals Standing Committee schedule may impact the timing of other Committee meeting times and dates.

COMMUNITY ENGAGEMENT

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

ATTACHMENTS

Attachment 1 – Proposed 2018 Appeals 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: Krista Vining, Legislative Assistant, Office of Municipal Clerk, 902.490.6519

Proposed 2018 Meeting Schedule Appeals Standing Committee

Date: 2nd Thursday of each month (*with exceptions, as noted by **)
Time: 10:00 a.m. to 12:00 p.m.
Location: Council Chamber, 3rd floor, City Hall, 1841 Argyle Street, Halifax

January 11

February 1 *FCM Sustainable Communities Conference Feb. 6-8

March 8

April 12

May 10

June 14

July 12

August 9

September 13

October 11

November 1 *UNSM Conference Nov. 6-9

December 13

Other Dates:

- January 1 – New Years Day
- February 19 – Heritage Day
- March 30 – Good Friday
- April 2 – Easter Monday
- May 21 – Victoria Day
- July 1 – Canada Day (Observed July 2)
- August 6 – Natal Day
- September 3 – Labour Day
- October 8 - Thanksgiving
- November 11 – Remembrance Day (Observed Nov. 12)
- December 25 – Christmas
- December 26 – Boxing Day