



P.O. Box 1749  
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**Item No. 9.1.3**  
**Design Review Committee**  
**December 14, 2017**

**TO:** Chair and Members of the Design Review Committee

Original Signed

**SUBMITTED BY:**

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Liam MacSween, Legislative Assistant

**DATE:** December 6, 2017

**SUBJECT:** 2018 Design Review Committee Meeting Schedule

**ORIGIN**

It is the practice for the Design Review Committee to adopt an schedule outlining meetings for the forthcoming year.

**LEGISLATIVE AUTHORITY**

Section 4, Downtown Halifax Land Use By-law – Design Review Committee Terms of Reference (3):

**Meetings**

3. The committee shall meet once each month, which may be in the evening, or hold additional meetings at the request of the majority of its members.

**RECOMMENDATION**

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

## **BACKGROUND**

The Design Review Committee meets on the second (2<sup>nd</sup>) Thursday of the month, in Halifax Hall, 2<sup>nd</sup> Floor City Hall, 1841 Argyle Street Halifax from 4:30 a.m. to 6:30 p.m. In accordance with the Design Review Committee's Terms of Reference, an annual meeting schedule is adopted for the coming year.

## **DISCUSSION**

The adoption of an annual meeting schedule allows committee members, staff and the public to be notified and plan in advance for meetings. The Chair of the Design Review 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 12 (twelve) regular meetings and takes into account statutory holidays 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 Design Review Committee schedule may be used when proposing other Committee meeting dates.

## **COMMUNITY ENGAGEMENT**

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

## **ATTACHMENTS**

Attachment 1 – Proposed 2018 Design Review 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: Liam MacSween, Legislative Assistant, Office of Municipal Clerk, 902.490.6521

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**Proposed  
Design Review Committee  
2018 Meeting Schedule**

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

2<sup>nd</sup> Thursday of the month from 4:30 – 6:30 p.m.

Time, date and location is subject to change.

<b>2<sup>nd</sup> Thursday, 4:30 to 6:30 p.m.</b>
Thursday, January 11, 2018
Thursday, February 8, 2018
Thursday, March 8, 2018
Thursday, April 12, 2018
Thursday, May 10, 2018
Thursday, June 14, 2018
Thursday, July 12, 2018 – <i>if required.</i>
August 9, 2018 – <i>if required.</i>
Thursday, September 13, 2018
Thursday, October 11, 2018
Thursday, November 8, 2018
Thursday, December 13, 2018