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Item No. 11.1.3
Western Common Advisory Committee
January 24, 2018

TO: Chair and Members of Western Common Advisory Committee

SUBMITTED BY: **ORIGINAL SIGNED**

Krista Vining, Legislative Assistant

DATE: November 23, 2017

SUBJECT: **2018 Western Common Advisory Committee Meeting Schedule**

ORIGIN

It is the practice for the Western Common Advisory Committee (WCAC) to adopt a schedule of meetings for the upcoming year.

LEGISLATIVE AUTHORITY

Administrative Order 1, *Respecting the Procedures of the Council*, Western Common Advisory Committee Terms of Reference, Section 16 *Meetings*:

The Committee shall meet no less than twice annually or otherwise as required to fulfill the duties outlined.

RECOMMENDATION

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

BACKGROUND

In accordance with Section 16 of the Western Common Advisory Committee Terms of Reference, the WCAC shall meet no less than twice annually or otherwise as required to fulfill the duties outlined. The WCAC meets bi-monthly the 4th Wednesday of each month at the Prospect Road Community Center, 2141 Prospect Road, Hatched Lake from 6:30 p.m. to 8:30 p.m.

DISCUSSION

The proposed 2018 schedule provided as Attachment 1 of this report, proposes 6 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 WCAC, 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 Western Common Advisory Committee schedule may impact the timing of other Committee meeting times and dates.

COMMUNITY ENGAGEMENT

The 2018 meeting schedule for the WCAC, 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 WCAC may recommend and/or adjust the proposed 2018 meeting schedule as they see fit.

ATTACHMENTS

Attachment 1 – Proposed 2018 Western Common Advisory 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
Western Common Advisory Committee**

Date: 4th Wednesday of the Month (**Bi-Monthly**)

Time: 6:30 p.m. – 8:30 p.m.

Location: Prospect Road Community Centre, 2141 Prospect Road, Hatchet Lake

January 24th

March 28th

May 23rd

July 25th

September 26th

November 28th