



P.O. Box 1749  
Halifax, Nova Scotia  
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**Item No. 12.3.1**  
**Appeals Standing Committee**  
**November 1, 2018**

**TO:** Chair and Members of Appeals Standing Committee

**ORIGINAL SIGNED**

**SUBMITTED BY:**

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Phoebe Rai, Legislative Assistant

**DATE:** October 22, 2018

**SUBJECT:** **2019 Appeals Standing Committee Meeting Schedule**

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**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:

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

**RECOMMENDATION**

It is recommended that Appeals Standing Committee approve the proposed 2019 meeting schedule as outlined in Attachment 1 to this report.

## **BACKGROUND**

In accordance with Section 1 of the Appeals Standing Committee Terms of Reference, the Appeals Standing Committee (ASC) shall meet no less than four (4) times annually. The Committee meets the 2nd Thursday of each month in Council Chamber, 3<sup>rd</sup> Floor City Hall, 1841 Argyle Street, Halifax from 10:00 a.m. to 12:00 p.m.

## **DISCUSSION**

The proposed 2019 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), Nova Scotia Federation of Municipalities (NSFM) and Halifax Regional Council. 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 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 Standing Committee schedule may impact the timing of other Committee meeting times and dates.

## **COMMUNITY ENGAGEMENT**

The 2019 meeting schedule for the 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 Standing Committee may recommend and/or adjust the proposed 2019 meeting schedule as they see fit.

## **ATTACHMENTS**

Attachment 1 – Proposed 2019 Appeals Standing 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, Office of Municipal Clerk, 902.490.6517

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**Proposed 2019 Meeting Schedule  
Appeals Standing Committee**

**Date:** 2<sup>nd</sup> Thursday of each month (*with exceptions, as noted by \**)

**Time:** 10:00 a.m. to 12:00 p.m.

**Location:** Council Chamber, 3<sup>rd</sup> floor, City Hall, 1841 Argyle Street, Halifax

January 17\*

February 14

March 14

April 11

May 9

June 13

July 11

August 8

September 12

October 10

November 14

December 12