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**Item No. 10.1.3**  
**Regional Watersheds Advisory Board**  
**November 14, 2018**

**TO:** Chair and Members of the Regional Watersheds Advisory Board

Original signed

**SUBMITTED BY:**

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Krista Vining, Legislative Assistant

**DATE:** October 24, 2018

**SUBJECT:** 2019 Regional Watersheds Advisory Board Meeting Schedule

**ORIGIN**

It is the practice for the Regional Watersheds Advisory Board (RWAB) to adopt a schedule of meetings for the upcoming year.

**LEGISLATIVE AUTHORITY**

Administrative Order 1, *Respecting the Procedures of the Council*, Regional Watersheds Advisory Board Terms of Reference:

*The Board shall meet monthly or as required to conduct the business of the Board. Additional meetings may be schedule at the discretion of the Chair in consultation with the Clerk's Office.*

**RECOMMENDATION**

It is recommended that Regional Watersheds Advisory Board approve the proposed 2019 meeting schedule as outlined in Attachment 1 to this report.

## **BACKGROUND**

In accordance with the Regional Watersheds Advisory Board Terms of Reference, the Board shall meet monthly or as required to conduct the business of the Board. The Board meets the 2<sup>nd</sup> Wednesday of each month in the HEMDCC Meeting Space, Main Floor Alderney Gate, 60 Alderney Drive, Dartmouth from 5:00 p.m. to 7:00 p.m.

## **DISCUSSION**

The proposed 2019 schedule provided as Attachment 1 of this report, proposes 10 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 Board, 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 Regional Watersheds Advisory Board schedule may impact the timing of other Committee meeting times and dates.

## **COMMUNITY ENGAGEMENT**

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

## **ATTACHMENTS**

Attachment 1 – Proposed 2019 Regional Watersheds Advisory Board 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: Krista Vining, Legislative Assistant, Office of Municipal Clerk, 902.490.6520

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## Proposed 2019 Meeting Schedule Regional Watersheds Advisory Board

**Date:** 2<sup>nd</sup> Wednesday of the Month

**Time:** 5:00 p.m. – 7:00 p.m.

**Location:** HEMDCC Meeting Space, Main Floor Alderney Gate, 60 Alderney Drive, Dartmouth

January 9

February 13

March 13

April 10

May 8

June 12

July 10

August – No meeting

September 11

October 9

November 13

December – No meeting

**Other Dates:**

- January 1 – New Years Day
- February 18 – Heritage Day
- March 18-22 – March Break
- April 19 – Good Friday
- April 22 – Easter Monday
- May 20 – Victoria Day
- July 1 – Canada Day
- August 5 – Natal Day
- September 2 – Labour Day
- October 14 - Thanksgiving
- November 11 – Remembrance Day
- December 25 – Christmas
- December 26 – Boxing Day