



P.O. Box 1749  
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**Item No. 8.3**  
**Community Design Advisory Committee**  
**November 28, 2018**

**TO:** Chair and Members of Community Design Advisory Committee

ORIGINAL SIGNED

**SUBMITTED BY:**

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Phoebe Rai, Legislative Assistant

**DATE:** November 19, 2018

**SUBJECT:** 2019 Community Design Advisory Committee Meeting Schedule

**ORIGIN**

It is the practice for the Community Design Advisory Committee (CDAC) to adopt a schedule of meetings for the upcoming year.

**LEGISLATIVE AUTHORITY**

Community Design Advisory Committee Terms of Reference under "Meetings" which states: "Meetings will be held monthly (or at a frequency that is necessary to conduct the business of the Committee)".

**RECOMMENDATION**

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

## **BACKGROUND**

In accordance with the Committee's terms of reference, CDAC shall meet monthly, or at a frequency that is necessary to conduct the business of the Committee. In 2018, the Committee met the 4th Wednesday of each month in Halifax Hall, City Hall, Halifax from 11:30 am – 1:30 pm.

## **DISCUSSION**

It is recommended that the Community Design Advisory Committee approve an annual meeting schedule for 2019 as provided as Attachment 1 of this report (4<sup>th</sup> Wednesday of each month beginning in February, 11:30am – 1:30pm, Halifax Hall, City Hall with no meeting proposed for December). Subject to the advice and/or information provided by planning staff, the Committee may wish to amend the proposed meeting schedule.

## **FINANCIAL IMPLICATIONS**

There are no budget implications associated with the recommended course of action.

## **RISK CONSIDERATION**

There are no significant risks associated with this report.

## **COMMUNITY ENGAGEMENT**

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

## **ATTACHMENTS**

Attachment 1 – Proposed 2019 Community Design Advisory 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 Community Design Advisory Committee Meeting Schedule**

**Date:** Fourth Wednesday of the Month, except when indicated

**Time:** 11:30 am – 1:30 pm

**Location:** Halifax Hall, 2nd Floor City Hall, 1841 Argyle Street

Wednesday, February 27

Wednesday, March 6 – additional date

Wednesday, March 13 – additional date

Wednesday, March 20 – additional date

Wednesday, March 27

Wednesday, April 24

Wednesday, May 22

Wednesday, June 26

Wednesday, July 24

Wednesday, August 28

Wednesday, September 25

Wednesday, October 23

Wednesday, November 27