

**Item No. 12.1.3**  
**Transportation Standing Committee**  
**November 29, 2018**

**TO:** Chair and Members of the Transportation Standing Committee

Original Signed

**SUBMITTED BY:**

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Liam MacSween, Legislative Assistant

**DATE:** November 21, 2018

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

**ORIGIN**

It is the practice for the Transportation Standing Committee to adopt an schedule outlining meetings for the forthcoming year.

**LEGISLATIVE AUTHORITY**

Administrative Order 1, *Respecting the Procedures of the Council*, Schedule 7, Transportation Standing Committee Terms of Reference, Section 10:

**Administration and Procedures**

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

**RECOMMENDATION**

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

## **BACKGROUND**

In accordance with Section 10, of the Transportation Standing Committee Terms of Reference, the Transportation Standing Committee shall meet no less than four times annually, preferably monthly, or as determined by the committee. The Transportation Standing Committee meets on the third (4<sup>th</sup>) Thursday of the month, in Council Chamber, 3<sup>rd</sup> Floor City Hall, 1841 Argyle Street Halifax from 1:00 p.m. to 3:00 p.m.

## **DISCUSSION**

It has been the practice of the Transportation Standing Committee to adopt a meeting schedule for the coming year. This process allows members of Council, staff and the public to be notified and plan in advance for meetings. The Chair of the Transportation 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.

The proposed 2019 schedule provided as Attachment 1 of this report, proposes 10 (ten) regular meetings and takes into account statutory holidays, March Break, meetings of Federation of Canadian Municipalities (FCM), Nova Scotia Federation of Municipalities (NSFM), the Canadian Urban Transit Association conference (CUTA) and the number of meetings provided for in 2018.

## **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 Transportation Standing Committee schedule may be used when proposing other Committee meeting dates.

## **COMMUNITY ENGAGEMENT**

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

## **ATTACHMENTS**

Attachment 1 – Proposed 2019 Transportation 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: Liam MacSween, Legislative Assistant, Office of Municipal Clerk, 902.490.6521

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**Proposed  
Transportation Standing Committee  
2019 Meeting Schedule**

Council Chamber  
3<sup>rd</sup> Floor, City Hall  
1841 Argyle Street, Halifax

4<sup>th</sup> Thursday of the month from 1:00 – 3:00 p.m.

Time, date and location is subject to change.

<b>4<sup>th</sup> Thursday, 1:00 - 3:00 p.m.</b>
Thursday, January 24, 2019
Thursday, February 28, 2019
Thursday, March 28, 2019
Thursday, April 25, 2019
Thursday, May 23, 2019
Thursday, June 27, 2019
Thursday, July 25, 2019
Thursday, August 22, 2019
Thursday, September 26, 2019
Thursday, October 24, 2019
Thursday, November 28, 2019
Thursday, December 12, 2019 – if required*

\*December meeting moved due to Christmas Break.