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Item No. 9.1.2
Design Review Committee
December 13, 2018

TO: Chair and Members of Design Review Committee

ORIGINAL SIGNED

SUBMITTED BY:

Phoebe Rai, Legislative Assistant

DATE: December 3, 2018

SUBJECT: 2019 Design Review Committee Meeting Schedule

ORIGIN

It is the practice for the Design Review Committee (DRC) to adopt a schedule of meetings for the upcoming year.

LEGISLATIVE AUTHORITY

Design Review Committee Terms of Reference:

Meetings

(3) The Committee shall meet once each month, which may be in the evening, or hold additional meetings at the request of the majority of the Committee members.

RECOMMENDATION

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

BACKGROUND

In accordance with the Terms of Reference, the Design Review Committee shall meet once each month. The Committee meets the 2nd Thursday of each month in Halifax Hall, City Hall, 1841 Argyle Street from 4:30 p.m. to 6:30 p.m.

DISCUSSION

The proposed 2019 schedule provided as Attachment 1 of this report, proposes 10 regular meetings and 2 'if required', 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, 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

There are no risks identified.

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 adjust the proposed 2019 meeting schedule as they see fit.

ATTACHMENTS

Attachment 1 – Proposed 2019 Design Review 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: Phoebe Rai, Legislative Assistant, Office of Municipal Clerk, 902.490.6517

**Proposed
Design Review Committee
2019 Meeting Schedule**

Halifax Hall
2nd Floor, City Hall
1841 Argyle Street, Halifax

2nd Thursday of the month from 4:30 – 6:30 p.m.

Time, date and location is subject to change.

2nd Thursday, 4:30 to 6:30 p.m.
Thursday, January 10, 2019
Thursday, February 14, 2019
Thursday, March 14, 2019
Thursday, April 11, 2019
Thursday, May 9, 2019
Thursday, June 13, 2019
Thursday, July 11, 2019 – <i>if required.</i>
Thursday, August 8, 2019 – <i>if required.</i>
Thursday, September 12, 2019
Thursday, October 10, 2019
Thursday, November 14, 2019
Thursday, December 12, 2019