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Item No. 9.1.2
North West Planning Advisory Committee
January 9, 2019

TO: Chair and Members of North West Planning Advisory Committee

Original Signed

SUBMITTED BY:

Krista Vining, Legislative Assistant

DATE: October 29, 2018

SUBJECT: **Proposed 2019 North West Planning Advisory Committee Meeting Schedule**

ORIGIN

It is the practice for the North West Planning Advisory Committee (NWPAC) to adopt a schedule of meetings for the upcoming year.

LEGISLATIVE AUTHORITY

Administrative Order 1, *Respecting the Procedures of the Council*, North West Planning Advisory Committee Terms of Reference, Section 6 *Meetings*:

The Planning Advisory Committee shall meet a least once monthly or as required to conduct the business of the Committee. Additional meetings may be scheduled at the discretion of the Chair in consultation with staff.

RECOMMENDATION

It is recommended that North West Planning Advisory Committee approve the proposed 2018 meeting schedule as outlined in Attachment 1 to this report.

BACKGROUND

In accordance with Section 6 of the North West Planning Advisory Committee Terms of Reference, the NWPAC shall meet at least once monthly or as required to conduct the business of the Committee. The NWPAC meets the 1st Wednesday of each month, alternating between the BMO Centre Boardroom, 61 Gary Martin Drive, Bedford and the Sackville Heights Community Centre Silver and Gold Room, 45 Connolly Road, Middle Sackville, from 7:00 p.m. to 9:00 p.m.

DISCUSSION

The proposed 2018 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 NWPAC, 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 North West Planning Advisory Committee schedule may impact the timing of other Committee meeting times and dates.

COMMUNITY ENGAGEMENT

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

ATTACHMENTS

Attachment 1 – Proposed 2019 North West Planning Advisory 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: Krista Vining, Legislative Assistant, Office of Municipal Clerk, 902.490.6519

Proposed 2019 Meeting Schedule North West Planning Advisory Committee

Date: 1st Wednesday of the Month

Time: 7:00 p.m. – 9:00 p.m.

Locations: BMO Centre Boardroom, 61 Gary Martin Drive, Bedford and Sackville Heights Community Centre Silver and Gold Room, 45 Connolly Road, Middle Sackville

January 10th (Sackville) *In light of holiday schedules

February 6th (Bedford)

March 6th (Sackville)

April 3rd (Bedford)

May 1st (Sackville)

June 5th (Bedford)

July 3rd (Sackville)

August 1st – No Meeting

September 4th (Bedford)

October 2nd (Sackville)

November 13th (Bedford) (NSFM Nov 6-9)

December – No Meeting

Other Dates:

- January 1 – New Years Day
- February 18 – Heritage Day
- 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

Note: the next FCM Sustainable Communities Conference is scheduled for October 19-21, 2020.