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**Item No. 10.1.2**  
**Western Common Advisory Committee**  
**January 23, 2019**

**TO:** Chair and Members of Western Common Advisory Committee

**SUBMITTED BY:** Original Signed  
Sharon Chase, Legislative Assistant, Municipal Clerk's Office

**DATE:** November 23, 2018

**SUBJECT:** Proposed 2019 Meeting Schedule

**ORIGIN**

It is the practice for Western Common Advisory Committee to adopt a schedule of meetings for the upcoming year.

**LEGISLATIVE AUTHORITY**

Section 16 of the Committee's Terms of Reference – "The Committee shall meet no less than twice annually or otherwise as required to fulfill the duties as outlined."

**RECOMMENDATION**

It is recommended that Western Common Advisory Committee approve the 2019 Meeting Schedule as outlined in the Discussion section of this report.

## **BACKGROUND**

Past practice of the Western Common Advisory Committee (WCAC) has been to establish a yearly meeting schedule so that Committee members and the public have sufficient notice of meeting dates. In the event that a meeting is not required and is cancelled, the Clerk's Office ensures the Committee members are notified of the meeting cancellation and public notification of the cancellation is done through HRM's website.

## **DISCUSSION**

WCAC has traditionally met on the fourth Wednesday of every second month, from 6:30 p.m. to 8:30 p.m. at the Prospect Road Community Centre, 2141 Prospect Road, Hatchett Lake.

At the September 26, 2018 meeting of WCAC members discussed the possibility of returning to the Committee's earlier practice of holding quarterly meetings.

Therefore, two sets of meeting dates for 2019 are outlined for the Committee's consideration:

### **Bi-Monthly**

January 23  
March 27  
May 22  
July 24  
September 25  
November 27

### **Quarterly**

January 23  
April 24 \*  
July 24  
October 23 \*\*

Beginning of trail construction season \*  
End of trail construction season \*\*

## **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 Western Common Advisory 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**

If the proposed dates and/or time are not suitable for the Committee members, the Committee can consider alternate dates and/or time.

**ATTACHMENTS**

Attachment A: Western Common Advisory Committee (ATAC) 2019 Bi-Monthly Meeting Schedule.  
Attachment B: Western Common Advisory Committee (ATAC) 2019 Quarterly 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

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# WESTERN COMMON ADVISORY COMMITTEE (WCAC)

## 2019 BI-MONTHLY MEETING SCHEDULE

**Date:** 4<sup>th</sup> Wednesday of every second Month (**Bi-Monthly**)

**Time:** 6:30 p.m. – 8:30 p.m.

**Location:** Prospect Road Community Centre, 2141 Prospect Road, Hatchett Lake

January 23

March 27

May 22

July 24

September 25

November 27

# WESTERN COMMON ADVISORY COMMITTEE (WCAC)

## 2019 QUARTERLY MEETING SCHEDULE

**Date:** 4<sup>th</sup> Wednesday of every third Month (**Quarterly**)

**Time:** 6:30 p.m. – 8:30 p.m.

**Location:** Prospect Road Community Centre, 2141 Prospect Road, Hatchett Lake

January 23

April 24

July 24

October 23