



P.O. Box 1749  
Halifax, Nova Scotia  
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**Item No. 9.1.3**  
**Design Review Committee**  
**November 14, 2019**

**TO:** Chair and Members of the Design Review Committee

**SUBMITTED BY:** Original Signed  
Judith Ng'ethe, Legislative Assistant

**DATE:** November 5, 2019

**SUBJECT:** 2020 Design Review Committee Meeting Schedule

**ORIGIN**

It is the practice for the Design Review Committee to adopt a schedule outlining meetings for the forthcoming year.

**LEGISLATIVE AUTHORITY**

The Design Review Committee Terms of Reference Section 4(3) which states: "*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 the Design Review Committee approve the proposed 2020 meeting schedule as outlined in Attachment 1 of this report.

**BACKGROUND**

Past practice of the Design Review Committee 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. The Design Review Committee typically meets on the second Thursday of the month from 4:30 to 6:30 p.m. in Halifax Hall, 2<sup>nd</sup> Floor, City Hall, 1841 Argyle Street, Halifax.

As 2020 is an election year, with polls anticipated to open as early as October 6, 2020 and the Municipal Election anticipated for October 17, 2020, Regional Council meetings have not been planned for the month of October. Although there are no restrictions in the Halifax Regional Municipality Charter or the Municipal Elections Act preventing Council from conducting business close to an election, there may be a

perceived benefit to incumbents. Similarly, where possible, Board and Committee meetings have not been planned for the month of October.

### **DISCUSSION**

The proposed 2020 meeting schedule, provided as Attachment 1 of this report, proposes 10 regular meetings and 1 'if required' meeting. It 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 the Design Review Committee, staff and the public to be notified and plan in advance for meetings. The Chair of the 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.

### **FINANCIAL IMPLICATIONS**

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

### **RISK CONSIDERATION**

None identified.

### **COMMUNITY ENGAGEMENT**

The 2020 meeting schedule for the Design Review Committee, once adopted, is posted online at [Halifax.ca](http://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 Design Review Committee may recommend and/or adjust the proposed 2020 meeting schedule as they see fit.

### **ATTACHMENTS**

Attachment 1 – Proposed 2020 Design Review 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: Judith Ng'ethe, Legislative Assistant, Office of Municipal Clerk, 902.490.6517

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**Proposed  
Design Review Committee  
2020 Meeting Schedule**

Halifax Hall  
2<sup>nd</sup> Floor, City Hall  
1841 Argyle Street, Halifax

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

Time, date and location are subject to change.

<b>2<sup>nd</sup> Thursday, 4:30 p.m. - 6:30 p.m.</b>
Thursday, January 9, 2020
Thursday, February 13, 2020
Thursday, March 12, 2020
Thursday, April 9, 2020
Thursday, May 14, 2020
Thursday, June 11, 2020
Thursday, July 9, 2020 – if required
Thursday, August 13, 2020
Thursday, September 10, 2020
<i>No meeting in October, 2020</i>
Thursday, November 12, 2020
Thursday, December 10, 2020