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Item No. 9.1.1
Special Events Advisory Committee
November 20, 2019

TO: Chair and Members of the Special Events Advisory Committee

Original Signed

SUBMITTED BY:

Liam MacSween, A/Deputy Municipal Clerk, Municipal Clerk's Office

DATE: November 13, 2019

SUBJECT: Proposed 2020 Special Events Advisory Committee Meeting Schedule

ORIGIN

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

LEGISLATIVE AUTHORITY

Administrative Order 2014-020-GOV, Respecting the Marketing Levy Special Event Reserve Grants (Terms of Reference):

Section 6.1 The committee shall meet as required to facilitate the timely review and recommendations on the Marketing Levy SER.

Section 6.2 The Chair in consultation with staff shall be responsible for calling all meetings of the HRM Special Events Advisory Committee.

RECOMMENDATION

It is recommended that the Special Events Advisory Committee approve the 2020 Meeting Schedule as outlined in attachment A of this report.

BACKGROUND

In accordance with sections 6.1 and 6.2 of Administrative Order 2014-020-GOV, Respecting the Marketing Levy Special Event Reserve Grants, it has been the practice of the Special Events Advisory Committee to adopt a yearly meeting schedule. The Special Events Advisory Committee meets on the second Wednesday of the month, in Halifax Hall, 2nd Floor 1841 Argyle Street Halifax from 9:00 a.m. to 11:00 a.m.

DISCUSSION

The proposed 2020 schedule provided as Attachment A of this report, proposes 9 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 Committee members, staff and the public to be notified and plan in advance for meetings.

Where 2020 is an election year, with polls anticipated to open as early as October 6 and the Municipal Election is 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.

The Chair of the Special Events Advisory 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

A delay in approval could result in additional delays for other meeting schedules, as consideration of the approved Special Events Advisory Committee schedule may be used when proposing other Committee meeting dates.

COMMUNITY ENGAGEMENT

The 2020 meeting schedule for the Special Events 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: Proposed Special Events Advisory Committee (SEAC) 2020 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: Liam MacSween, A/Deputy Municipal Clerk, 902.490.6521

SPECIAL EVENTS ADVISORY COMMITTEE (SEAC)

2020 MEETING SCHEDULE

Date: 2nd Wednesday of every Month (**Monthly**)

Time: 9:00 a.m. – 11:00 a.m.

Location: Halifax Hall, City Hall, 1841 Argyle Street, Halifax

January 8*

February 19**

March 11

April 8

May 13

June 10

July 8

August 12 – if required

September 9

October - No meeting scheduled

November 27***

December 9 - if required

Meeting time and location is subject to change

*Moved to 1st Wednesday due to conflict with Halifax Regional Council budget meeting

**Moved to 3rd Wednesday due to conflict with Halifax Regional Council budget meeting

***Moved to 4th Wednesday due to Remembrance Day