



P.O. Box 1749  
Halifax, Nova Scotia  
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**Item No. 8.1.4**  
**Active Transportation Advisory Committee**  
**November 21, 2019**

**TO:** Chair and Members of the Active Transportation Advisory Committee

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

**DATE:** November 8, 2019

**SUBJECT:** 2020 Active Transportation Advisory Committee Meeting Schedule

**ORIGIN**

It is the practice for the Active Transportation Advisory Committee to adopt a schedule outlining meetings for the forthcoming year.

**LEGISLATIVE AUTHORITY**

The Active Transportation Advisory Committee Terms of Reference Section 10.1 which states: "The committee shall meet quarterly at a minimum."

**RECOMMENDATION**

It is recommended that the Active Transportation Advisory Committee approve the proposed 2020 meeting schedule as outlined in Attachment 1 of this report.

**BACKGROUND**

Past practice of the Active Transportation Advisory 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 Active Transportation Advisory Committee typically meets on the third 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 11 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 the Active Transportation Advisory 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 Active Transportation Advisory 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 Active Transportation Advisory Committee may recommend and/or adjust the proposed 2020 meeting schedule as they see fit.

## **ATTACHMENTS**

Attachment 1 – Proposed 2020 Active Transportation Advisory 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  
Active Transportation Advisory Committee  
2020 Meeting Schedule**

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

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

Time, date and location are subject to change.

<b>3<sup>rd</sup> Thursday, 4:30 - 6:30 p.m.</b>
Thursday, January 16, 2020
Thursday, February 20, 2020
Thursday, March 26, 2020*
Thursday, April 16, 2020
Thursday, May 21, 2020
Thursday, June 18, 2020
Thursday, July 16, 2020
Thursday, August 20, 2020
Thursday, September 17, 2020
<i>No meeting in October, 2020</i>
Thursday, November 19, 2020
Thursday, December 17, 2020

\* March meeting moved to 4<sup>th</sup> Thursday as 3<sup>rd</sup> Thursday of March falls on March Break.