



P.O. Box 1749  
Halifax, Nova Scotia  
B3J 3A5 Canada

**Item No. 9.1.3**  
**Heritage Advisory Committee**  
**November 27, 2019**

**TO:** Chair and Members of the Special Events Advisory Committee

Original Signed

**SUBMITTED BY:**

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

**DATE:** November 20, 2019

**SUBJECT:** Proposed 2020 Heritage Advisory Committee Meeting Schedule

**ORIGIN**

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

**LEGISLATIVE AUTHORITY**

Halifax Regional Municipality By-Law Number H-200, Respecting the Establishment of a Heritage Advisory Committee and a Civic Registry of Heritage Property, Section 5:

*"The Committee shall meet at least once in each month. The Committee may meet as well at the call of the Chairman or at the request of one-third of the members of the Committee."*

**RECOMMENDATION**

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

**BACKGROUND**

In accordance with Section 5 of By-Law Number H-200, Respecting the Establishment of a Heritage Advisory Committee and a Civic Registry of Heritage Property, the Heritage Advisory Committee shall meet no less than once each month, or as determined by the Committee. The Heritage Advisory Committee typically meets the 4<sup>th</sup> Wednesday of each month in Halifax Hall, 2<sup>nd</sup> Floor City Hall, 1841 Argyle Street, Halifax from 3:00 p.m. to 5:00 p.m.

## **DISCUSSION**

The proposed 2020 meeting 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 Heritage 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 Heritage Advisory Committee schedule may be used when proposing other Committee meeting dates.

## **COMMUNITY ENGAGEMENT**

The 2020 meeting schedule for the Heritage Advisory Committee, once adopted, is posted to the HRM calendar at [Halifax.ca](http://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 2020 Heritage Advisory Committee Meeting Schedule.

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: Liam MacSween, A/Deputy Municipal Clerk, 902.490.652

## Attachment A

### Heritage Advisory Committee Proposed 2020 Meeting Schedule

| <b>Date</b>                        | <b>Time</b>           | <b>Location</b>  |
|------------------------------------|-----------------------|--|
| January 30*                        | 3:00 p.m. – 5:00 p.m. | Halifax Hall – 2nd Floor<br>City Hall, 1841 Argyle Street, Halifax |
| February 26                        | 3:00 p.m. – 5:00 p.m. | Halifax Hall – 2nd Floor<br>City Hall, 1841 Argyle Street, Halifax |
| March 27                           | 3:00 p.m. – 5:00 p.m. | Halifax Hall – 2nd Floor<br>City Hall, 1841 Argyle Street, Halifax |
| April 29                           | 3:00 p.m. – 5:00 p.m. | Halifax Hall – 2nd Floor<br>City Hall, 1841 Argyle Street, Halifax |
| May 27                             | 3:00 p.m. – 5:00 p.m. | Halifax Hall – 2nd Floor<br>City Hall, 1841 Argyle Street, Halifax |
| June 24                            | 3:00 p.m. – 5:00 p.m. | Halifax Hall – 2nd Floor<br>City Hall, 1841 Argyle Street, Halifax |
| July 22                            | 3:00 p.m. – 5:00 p.m. | Halifax Hall – 2nd Floor<br>City Hall, 1841 Argyle Street, Halifax |
| August 26<br><i>*if required</i>   | 3:00 p.m. – 5:00 p.m. | Halifax Hall – 2nd Floor<br>City Hall, 1841 Argyle Street, Halifax |
| September 23                       | 3:00 p.m. – 5:00 p.m. | Halifax Hall – 2nd Floor<br>City Hall, 1841 Argyle Street, Halifax |
| October 23                         | No meeting scheduled. | No meeting scheduled.  |
| November 18**                      | 3:00 p.m. – 5:00 p.m. | Halifax Hall – 2nd Floor<br>City Hall, 1841 Argyle Street, Halifax |
| December 16<br><i>*if required</i> | 3:00 p.m. – 5:00 p.m. | Halifax Hall – 2nd Floor<br>City Hall, 1841 Argyle Street, Halifax |

\*January meeting rescheduled due to Budget Committee

\*\*November meeting rescheduled due to 2020 Nova Scotia Federation of Municipalities conference

**Please be advised that meeting times and locations are subject to change**