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Item No. 9.1.2
North West Planning Advisory Committee
March 4, 2020

TO: Chair and Members of North West Planning Advisory Committee

SUBMITTED BY: Original Signed
Andrea Lovasi-Wood, Legislative Assistant, Municipal Clerk's Office

DATE: February 25, 2019

SUBJECT: Proposed 2020 Meeting Schedule

ORIGIN

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

LEGISLATIVE AUTHORITY

Section 6.1 of the Committee's Terms of Reference – "The Planning Advisory Committee shall meet at least once monthly or as required to conduct the business of the Committee. Additional meetings may be scheduled at the discretion of the Chair in consultation with staff."

RECOMMENDATION

It is recommended that North West Planning Advisory Committee approve the 2020 Meeting Schedule as outlined in the Discussion section of this report.

BACKGROUND

Past practice of the North West Planning Advisory Committee (NWPAC) 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

The NWPAC has traditionally met on the first Wednesday of every month, from 7:00 p.m. to 9:00 p.m. alternating between two locations in Bedford and Sackville, specifically:

- BMO Centre Boardroom, 61 Gary Martin Drive, Bedford **OR**
- Sackville Heights Community Centre Silver and Gold Room, 45 Connolly Road, Middle Sackville.

Therefore, based on past practice, meeting dates and locations are proposed for 2020 as outlined in Attachment A of this report.

Due to the first Wednesday of July being Canada Day, staff has suggested moving the July meeting of the Committee ahead to July 8, 2020.

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.

FINANCIAL IMPLICATIONS

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

RISK CONSIDERATION

There are no risks identified.

COMMUNITY ENGAGEMENT

The 2020 meeting schedule for the North West Planning 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: North West Planning Advisory Committee (NWPAC) 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: Andrea Lovasi-Wood, Legislative Assistant 902.490.6732

ATTACHMENT A

Proposed 2020 Meeting Schedule North West Planning Advisory Committee

Date: 1st Wednesday of the Month

Time: 7:00 p.m. – 9:00 p.m.

Locations: BMO Centre Boardroom, 61 Gary Martin Drive, Bedford **OR** Sackville Heights Community Centre Silver and Gold Room, 45 Connolly Road, Middle Sackville

January 8, 2020 (Sackville **due to BMO Centre Boardroom unavailability*)

February 5, 2020 (Sackville)

March 4, 2020 (Bedford)

April 1, 2020 (Sackville)

May 6, 2020 (Bedford)

June 3, 2020 (Sackville)

July 8, 2020 (in light of Canada Day; Bedford)

August 5, 2020 (Sackville)

September 2, 2020 (Bedford)

October – *no meeting*

November 4, 2020 (Sackville)

December 2, 2020 (Bedford)

Other Dates:

- January 1 – New Years Day
- February 18 – Heritage Day
- April 19 – Good Friday
- April 22 – Easter Monday
- May 20 – Victoria Day
- July 1 – Canada Day
- August 5 – Natal Day
- September 2 – Labour Day
- October 14 - Thanksgiving
- November 11 – Remembrance Day
- December 25 – Christmas
- December 26 – Boxing Day

Note: the next FCM Sustainable Communities Conference is scheduled for October 19-21, 2020.