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**Item No.10.1.2**  
**Halifax Peninsula Planning Advisory Committee**  
**March 9, 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:** March 3, 2020

**SUBJECT:** Proposed 2020 Meeting Schedule

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**ORIGIN**

It is the practice for Halifax Peninsula 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 Halifax Peninsula Planning Advisory Committee approve the 2020 Meeting Schedule as outlined in the Discussion section of this report.

**BACKGROUND**

Past practice of the Halifax Peninsula Planning Advisory Committee (HPPAC) 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 HPPAC has traditionally met on the fourth Monday of every month, from 4:30 p.m. to 6:30 p.m. in Halifax Hall, Main Floor City Hall, 1841 Argyle Street, Halifax. Therefore, based on past practice, meeting dates and locations are proposed for 2020 as outlined in Attachment A of this report.

Due to a booking conflict on May 25, 2020 this meeting will be located at the Duke Boardroom, 3<sup>rd</sup> Floor Duke Tower, 5251 Duke Street, Halifax.

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 Halifax Peninsula 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: Halifax Peninsula Planning Advisory Committee (HPPAC) 2020 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: Andrea Lovasi-Wood, Legislative Assistant 902.490.6732

# HALIFAX PENINSULA PLANNING ADVISORY COMMITTEE (HPPAC)

## PROPOSED 2020 MEETING SCHEDULE

**Date:** 4<sup>th</sup> Monday of the Month (**Monthly**)

**Time:** 4:30 p.m. – 6:30 p.m.

**Locations:** Halifax Hall, City Hall, 1841 Argyle Street, Halifax **OR** Duke Boardroom, 3<sup>rd</sup> Floor Duke Tower, 5251 Duke St, Halifax

January 27, 2020 – *Duke Boardroom*

February – *no meeting*

March 9, 2020 – *two weeks early due to location availability and March Break*

April 27, 2020

May 25, 2020 – *Duke Boardroom*

June 22, 2020

July 27, 2020

August 24, 2020

September 28, 2020

October – *no meeting*

November 23, 2020

December 28, 2020 – *if required*

### **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