



P.O. Box 1749  
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**Item No. 9.1.3**  
**Design Advisory Committee**  
**Special Meeting**  
**September 16, 2019**

**TO:** Chair and Members of the Design Advisory Committee

Original Signed

**SUBMITTED BY:**

\_\_\_\_\_  
Simon Ross-Siegel, Legislative Assistant

**DATE:** September 2, 2020

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

**ORIGIN**

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

**LEGISLATIVE AUTHORITY**

Halifax Regional Municipality Administrative Order 2019-011-GOV Design Advisory Committee:

19. (1) The Committee shall schedule at least one meeting per month or at a frequency that is necessary to conduct the business of the Committee.

(2) A regular meeting schedule will be determined at the first meeting of the Committee and by the end of each calendar year for the following year.

**RECOMMENDATION**

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

**BACKGROUND**

In accordance with Section 19 of Administrative Order 2019-011-GOV Design Advisory Committee, the Design Advisory Committee shall meet no less than once each month, or at a frequency that is necessary to conduct the business of the Committee.

## **DISCUSSION**

The proposed 2020 meeting schedule provided as Attachment A of this report, proposes no 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 Design 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 Design Advisory Committee schedule may be used when proposing other Committee meeting dates.

## **COMMUNITY ENGAGEMENT**

The 2020 meeting schedule for the Design 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 2020 Design 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: Simon Ross-Siegel, Legislative Assistant, 902.490.6519

## Attachment A

### Design Advisory Committee Approved 2020 Meeting Schedule

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<b>Date</b>	<b>Time</b>	<b>Location</b>
October	No meeting scheduled.	No meeting scheduled.
November 25** <i>if required</i>	4:30 p.m. – 6:30 p.m.	Virtual Meeting*
December 9 <i>if required</i>	4:30 p.m. – 6:30 p.m.	Virtual Meeting*

\*Due to public health measures related to Covid-19, staff proposes and expects that the future meetings of the Committee shall be held virtually

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

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