



P.O. Box 1749
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Item No. 9.1.7
Design Advisory Committee
Special Meeting
November 25, 2020

TO: Chair and Members of the Design Advisory Committee

Original Signed

SUBMITTED BY:

Haruka Aoyama, Legislative Assistant

DATE: November 16, 2020

SUBJECT: Proposed 2021 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 2021 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 2021 meeting schedule provided as Attachment A of this report proposes 12 regular meetings. The approval of this schedule will allow Committee members, staff and the public to be notified and plan in advance for meetings.

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

There are no risks identified.

COMMUNITY ENGAGEMENT

The 2021 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 2021 Design Advisory Committee 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: Haruka Aoyama, Legislative Assistant, 902.490.6517

Design Advisory Committee Proposed 2021 Meeting Schedule

Date: 2nd Wednesday of the Month
Time: 4:30 p.m. – 6:30 p.m.

Date	Time	Location
January 13	4:30 p.m. – 6:30 p.m.	Virtual Meeting*
February 10	4:30 p.m. – 6:30 p.m.	Virtual Meeting*
March 10	4:30 p.m. – 6:30 p.m.	Virtual Meeting*
April 14	4:30 p.m. – 6:30 p.m.	Virtual Meeting*
May 12	4:30 p.m. – 6:30 p.m.	Virtual Meeting*
June 9	4:30 p.m. – 6:30 p.m.	Virtual Meeting*
July 14	4:30 p.m. – 6:30 p.m.	Virtual Meeting*
August 11	4:30 p.m. – 6:30 p.m.	Virtual Meeting*
September 8	4:30 p.m. – 6:30 p.m.	Virtual Meeting*
October 13	4:30 p.m. – 6:30 p.m.	Virtual Meeting*
November 10	4:30 p.m. – 6:30 p.m.	Virtual Meeting*
December 8	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

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

Other Dates:

- January 1 – New Year’s Day
- February 15 – Heritage Day
- April 2 – Good Friday
- April 5 – Easter Monday
- May 24 – Victoria Day
- July 1 – Canada Day
- August 2 – Natal Day
- September 6 – Labour Day
- October 11 – Thanksgiving
- November 11 – Remembrance Day
- December 25 – Christmas
- December 26 – Boxing Day