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Item No. 9.1.3
Design Review Committee
December 17, 2020

TO: Chair and Members of the Design Review Committee

SUBMITTED BY: Original Signed
Andrea Lovasi-Wood, Legislative Assistant

DATE: December 10, 2020

SUBJECT: 2021 Design Review Committee Meeting Schedule

ORIGIN

It is the practice for the Design Review Committee to adopt a schedule outlining meetings for the forthcoming year.

LEGISLATIVE AUTHORITY

The Design Review Committee Terms of Reference Section 4(3) which states: “*The Committee shall meet once each month, which may be in the evening, or hold additional meetings at the request of the majority of the Committee members.*”.

RECOMMENDATION

It is recommended that the Design Review Committee approve the proposed 2021 meeting schedule as outlined in Attachment 1 of this report.

BACKGROUND

Past practice of the Design Review Committee 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. The Design Review Committee typically meets on the second Thursday of the month from 4:30 to 6:30 p.m. in Halifax Hall, 2nd Floor, City Hall, 1841 Argyle Street, Halifax.

DISCUSSION

The proposed 2021 meeting schedule, provided as Attachment 1 of this report, proposes 10 regular meetings and 2 'if required' meeting. It 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 members of the Design Review Committee, staff and the public to be notified and plan in advance for meetings. The Chair of the 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

None identified.

COMMUNITY ENGAGEMENT

The 2021 meeting schedule for the Design Review Committee, once adopted, is posted online at Halifax.ca to enable members of the public and media to have access to the meeting schedule, agendas and reports the Friday prior to the meeting.

ENVIRONMENTAL IMPLICATIONS

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

ALTERNATIVES

The Design Review Committee may recommend and/or adjust the proposed 2021 meeting schedule as they see fit.

ATTACHMENTS

Attachment 1 – Proposed 2021 Design Review 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: Liam Power, Legislative Support Assistant, Office of Municipal Clerk, 902.490.6521

Proposed 2021 Meeting Schedule Design Review Committee

Date: Second Thursday of the month

Time: 4:30 p.m. – 6:30 p.m.

Locations: Virtual

**Should the Committee resume meeting in person, meetings will be held at Halifax Hall, 2nd Floor City Hall, 1841 Argyle Street, Halifax.*

January 14, 2021

February 11, 2021

March 11, 2021

April 8, 2021

May 13, 2021

June 10, 2021

July 8, 2021 – *if required*

August 12, 2021 – *if required*

September 9, 2021

October 14, 2021

November 4, 2021 (*1 week early due to Remembrance Day*)

December 9, 2021

Please be advised that meeting time and location 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 Day

November 11 – Remembrance Day

December 25 – Christmas Day

December 26 – Boxing Day