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Item No. 9.1.3
Grants Committee
November 5, 2018

TO: Chair and Members of Harbour East-Marine Drive Community Council

Original Signed

SUBMITTED BY:

Liam MacSween, Legislative Assistant

DATE: October 29, 2018

SUBJECT: **2019 Grants Committee Meeting Schedule**

ORIGIN

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

LEGISLATIVE AUTHORITY

Grants Committee Terms of Reference Section 6.1 which states: "The committee shall meet as required to facilitate the timely review and recommendations on applications, legislation, policy and procedures, public consultation, program evaluation, contractual matters, or appeals".

RECOMMENDATION

It is recommended that the Grants Committee approve the proposed 2019 meeting schedule as outlined in Attachment 1 of this report.

BACKGROUND

Past practice of the Grants 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 Grants Committee typically meets on the first Monday of the Month from 1:00 to 3:00 p.m. in Halifax Hall, 2nd Floor City Hall, 1841 Argyle Street, Halifax.

DISCUSSION

The proposed 2019 meeting schedule provided as Attachment 1 of this report, proposes 10 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 'if required' meeting dates proposed for June and July 2019 correspond with grant intake and report timeframes identified by staff and will provide the committee with additional meeting options at a traditionally busy time.

The approval of this schedule will allow members of Grants 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

A delay in approval could result in additional delays for other HRM Committee meeting schedules, as the Committee schedule may impact the timing of other Committee meeting times and dates.

COMMUNITY ENGAGEMENT

The 2019 meeting schedule for the Grants 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

The Grants Committee may recommend and/or adjust the proposed 2019 meeting schedule as they see fit.

ATTACHMENTS

Attachment 1 – Proposed 2019 Grants Committee Meeting Schedule

Report Prepared by: Liam MacSween, Legislative Assistant, Office of Municipal Clerk, 902.490.6521

Attachment 1

Grants Committee Proposed 2019 Meeting Schedule

Date: 1st Monday of the month
Location: Halifax Hall, 2nd Floor City Hall, 1841 Argyle Street, Halifax.
Time: 1:00 – 3:00 p.m.

January 7	June 17 – If required
February 4	July 8* – If required
March 4	September 9**
April 1	October 7
May 6	November 4
June 3	December 2

Please be advised that meeting time and location are subject to change

*July (if required) meeting date moved to 2nd Monday due to Canada Day Holiday

**September meeting moved to 2nd Monday due to Labour Day Holiday