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**Item No. 10.1.3**  
**Halifax Peninsula Planning Advisory Committee**  
**December 10, 2018**

**TO:** Chair and Members of the Halifax Peninsula Planning Advisory Committee

**SUBMITTED BY:** ORIGINAL SIGNED

Sharon Chase, Legislative Assistant

**DATE:** November 23, 2018

**SUBJECT:** 2019 Halifax Peninsula Planning Advisory Committee Meeting Schedule

**ORIGIN**

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

**LEGISLATIVE AUTHORITY**

Terms of Reference, Halifax Peninsula Planning Advisory Committee:

*The Planning Advisory Committee shall meet at least once per month or as required to conduct business of the Committee. Additional meetings may be scheduled at the discretion of the Chair in consultation with staff.*

**RECOMMENDATION**

It is recommended that the Halifax Peninsula Planning Advisory Committee approve the proposed 2019 Meeting Schedule as outlined in the discussion section of this report.

## **BACKGROUND**

In accordance with the Halifax Peninsula Planning Advisory Committee Terms of Reference, the Committee shall meet at least once per month or as required to conduct business of the Committee. The Committee meets the 4th Monday of each month in Halifax Hall, City Hall, 1841 Argyle Street from 4:00 p.m. to 6:00 p.m.

## **DISCUSSION**

The approval of this schedule will allow members of Council, staff and the public to be notified and plan in advance for meetings. The Chair of the Halifax Peninsula Planning 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.

The following dates are proposed for 2019:

January 28  
February 25  
March 25  
April 29  
May 27  
June 24  
July 22  
August 26  
September 23  
October 28  
November 25  
December- no meeting

## **FINANCIAL IMPLICATIONS**

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

## **RISK CONSIDERATION**

There are no risks identified.

## **COMMUNITY ENGAGEMENT**

The 2019 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**

The Halifax Peninsula Planning Advisory Committee may recommend and/or adjust the proposed 2019 meeting schedule as they see fit.

## **ATTACHMENTS**

None.

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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 Sharon Chase, Legislative Assistant 902-490-6519

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