



P.O. Box 1749  
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**Item No. 9.1.9**  
**Grants Committee**  
**November 4, 2019**

**TO:** Chair and Members of the Grants Committee

**SUBMITTED BY:** Original Signed  
Judith Ng'ethe, Legislative Assistant

**DATE:** October 30, 2019

**SUBJECT:** 2020 Grants Committee Meeting Schedule

**ORIGIN**

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

**LEGISLATIVE AUTHORITY**

The 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 2020 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, 2<sup>nd</sup> Floor, City Hall, 1841 Argyle Street, Halifax.

As 2020 is an election year, with polls anticipated to open as early as October 6, 2020 and the Municipal Election 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.

## **DISCUSSION**

The proposed 2020 meeting schedule provided as Attachment 1 of this report, proposes 9 regular meetings and 2 'if required' meetings, 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 2020 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 the 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 2020 meeting schedule for the Grants 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 Grants Committee may recommend and/or adjust the proposed 2020 meeting schedule as they see fit.

## **ATTACHMENTS**

Attachment 1 – Proposed 2020 Grants Committee Meeting Schedule

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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: Judith Ng'ethe, Legislative Assistant, Office of Municipal Clerk, 902.490.6517

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**Proposed  
Grants Committee  
2020 Meeting Schedule**

Halifax Hall  
2<sup>nd</sup> Floor, City Hall  
1841 Argyle Street, Halifax

First Monday of the month from 1:00 p.m. – 3:00 p.m.

Time, date and location are subject to change.

<b>1<sup>st</sup> Monday, 1:00 p.m. - 3:00 p.m.</b>
Monday, January 6, 2020
Monday, February 3, 2020
Monday, March 2, 2020
Monday, April 6, 2020
Monday, May 4, 2020
Monday, June 1, 2020 – if required
Monday, July 6, 2020 – if required
Monday, August 10, 2020
Monday, September 14, 2020*
<i>No meeting in October, 2020</i>
Monday, November 9, 2020**
Monday, December 7, 2020

\*September meeting moved to 2<sup>nd</sup> Monday as 1<sup>st</sup> Monday of September is Labour Day.

\*\*November meeting to 2<sup>nd</sup> Monday moved due to Regional Council Swearing In Ceremony the previous week.