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Item No. 13.1.1
Halifax and West Community Council
November 15, 2017

TO: Chair and Members of Halifax and West Community Council

SUBMITTED BY: Original Signed

Sheilagh Edmonds, Legislative Assistant, Municipal Clerk's Office

DATE: November 7, 2017

SUBJECT: **Proposed 2018 Meeting Schedule**

ORIGIN

Annual report to Community Council to establish yearly meeting schedule.

LEGISLATIVE AUTHORITY

A.O. 1 – Schedule 8 Community Councils Rules Governing Procedures – Sec. 3 (3) “A Community Council shall set, by resolution, the weekday and week of the month when regular meetings are held.”

RECOMMENDATION

It is recommended that Halifax and West Community Council approve the 2018 Meeting Schedule as presented in Attachment 1 to this report.

BACKGROUND

In accordance with Administrative Order 1, Section 3 'Meetings', Community Council is required to establish a yearly meeting schedule, by resolution. Further, Community Council 'is required to hold ten (10) regular meetings and there shall be no regular meetings during the months of July and August unless Community Council establishes a summer meeting schedule, by resolution'.

DISCUSSION

In the past, Community Council has scheduled its monthly meetings on weeks that were alternate to when Regional Council meets. In situations where this was not feasible, Community Council would schedule meetings on the same week of a Regional Council meeting, but on a Wednesday instead of the Tuesday. In the proposed attached schedule, three of the ten meetings are scheduled for Wednesdays to avoid conflicting with other events such as a UNSM meeting and holidays. Although the Administrative Order states that no meetings will be held in July or August, past practice for Community Council has been to schedule summer meeting dates on an 'if required' basis in the event urgent matters need to be addressed.

FINANCIAL IMPLICATIONS

There are no financial implications with scheduling the yearly meeting schedule.

RISK CONSIDERATION

Not applicable.

COMMUNITY ENGAGEMENT

Not applicable.

ENVIRONMENTAL IMPLICATIONS

Not applicable.

ALTERNATIVES

Community Council could approve the attached schedule as is or make revisions to the proposed meeting dates.

ATTACHMENTS

Attachment 1: 2018 Proposed 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: Sheilagh Edmonds, Legislative Assistant

PROPOSED 2018 HALIFAX AND WEST COMMUNITY COUNCIL SCHEDULE

Meetings of Halifax and West Community Council are scheduled monthly on alternate weeks to Regional Council Meetings where feasible. Meetings commence at 6:00 a.m.

MONTH	DATE	MEETING	MONTH	DATE	MEETING		
January	January 2	No Scheduled Meeting	July	July 3	HWCC (if required)		
	January 9	No Scheduled Meeting		*		July 10	
	January 16	Regional Council				July 17	Regional Council
	* January 23	HWCC				July 24	No Scheduled Meeting
	January 30	Regional Council				July 31	Regional Council
February	February 6	No Scheduled Meeting (FCM Sustainable Communities Conference Feb. 6-8)	August	August 7	HWCC (if required)		
	* February 13	Regional Council		*		August 14	Regional Council
	February 20	HWCC				August 21	No Scheduled Meetings
	February 27	Regional Council				August 28	No Scheduled Meetings
March	March 6	Regional Council	September	September 4	Regional Council		
	March 13	No Scheduled Meeting (March Break)		*	September 11	HWCC	
	March 20	Regional Council			September 18	Regional Council	
	* March 21	HWCC (Wednesday)			September 25	No Scheduled Meeting	
	March 27	Regional Council					
April	April 3	No Scheduled Meeting (Easter)	October	October 2	Regional Council		
	* April 10	Regional Council		*	October 9	HWCC	
	April 17	HWCC			October 16	Regional Council	
	April 24	Regional Council			October 23	No Scheduled Meeting	
May	May 1	No Scheduled Meeting	November	October 30	Regional Council		
	* May 8	Regional Council		*	November 6	No Scheduled Meeting (UNSM Conference Nov. 6-9)	
	May 15	HWCC			November 13	Regional Council	
				*	November 14	HWCC (Wednesday)	
	May 22	Regional Council			November 20	No Scheduled Meeting	
	May 29	No Scheduled Meeting (FCM May 31 - June 3)			November 27	Regional Council	
June	June 5	Regional Council	December	December 4	Regional Council		
	* June 12	HWCC		*	December 11	Regional Council	
					December 12	HWCC (Wednesday)	
	June 19	Regional Council			December 18	No Scheduled Meetings	
	June 26	No Scheduled Meeting			December 25	No Scheduled Meetings	

Other Dates:

- January 1 – New Years Day
- February 19 – Heritage Day
- March 30 – Good Friday
- April 2 – Easter Monday
- May 21 – Victoria Day
- July 1 – Canada Day (Observed July 2)
- August 6 – Natal Day
- September 3 – Labour Day
- October 8 - Thanksgiving
- November 11 – Remembrance Day (Observed Nov. 12)
- December 25 – Christmas
- December 26 – Boxing Day

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