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Item No. 13.1.3
North West Community Council
November 20, 2017

TO: Chair and Members of North West Community Council

Original Signed

SUBMITTED BY:

Liam MacSween, Legislative Assistant

DATE: November 15, 2017

SUBJECT: **2018 North West Community Council Meeting Schedule**

ORIGIN

It is the practice for North West Community Council to adopt an schedule outlining meetings for the forthcoming year.

LEGISLATIVE AUTHORITY

Halifax Regional Municipality Charter, section 26 (3) which states: "Subject to any policy adopted by the Council, a community council may make rules governing its procedures, the appointment of committees, and the number and frequency of its meetings".

RECOMMENDATION

It is recommended that North West Community Council approve the proposed 2018 meeting schedule as outlined in Attachment 1 of this report.

BACKGROUND

North West Community Council adopts an annual meeting schedule for the upcoming year. North West Community Council typically meets on the second Monday of each month, at 7:00 p.m. at various location across Districts 1, 13,14,15, and 16.

DISCUSSION

It has been the practice of North West Community Council to adopt a meeting schedule for the coming year. This process allows members of Council, staff and the public to be notified and plan in advance for meetings. The Chair of North West Community Council, 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 proposed 2018 schedule provided as Attachment 1 of this report, proposes 11 regular meetings and takes into account statutory holidays, March Break, meetings of Federation of Canadian Municipalities (FCM), Union of Nova Scotia Municipalities (UNSM), and the number of meetings provided for in 2017.

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 meeting schedules, as consideration of the approved North West Community Council schedule may be used when proposing other Committee meeting dates.

COMMUNITY ENGAGEMENT

The 2018 meeting schedule for North West Community Council, 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

North West Community Council may recommend and/or adjust the proposed 2018 meeting schedule as they see fit.

ATTACHMENTS

Attachment 1 – Proposed 2018 North West Community Council 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 MacSween, Legislative Assistant, Office of Municipal Clerk, 902.490.6521

Attachment 1

Proposed 2018 North West Community Council Meeting Schedule

Date: 2nd Monday of the month
Location: TBD
Time: 7:00 p.m.

January 8
February 12
March 5*
April 9
May 14
June 11

July 9 – *If required*
August - *No meeting*
September 10
October 1**
November 5***
December 10

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

*March meeting moved to 1st Monday due to HRSB March Break (March 12-17)

**October meeting moved to 1st Monday due to Thanksgiving Holiday

***November meeting moved to 1st Monday due to Remembrance Day