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Item No. 12.1.1
EXECUTIVE STANDING COMMITTEE
November 20, 2017

TO: Chair and Members of the Executive Standing Committee

SUBMITTED BY: Original signed by

Sherryl Murphy, Deputy Clerk

DATE: November 10, 2017

SUBJECT: **2018 Executive Standing Committee Meeting Schedule**

ORIGIN

It is the practice for the Executive Standing Committee (ESC) to adopt a schedule of meetings for the upcoming year.

LEGISLATIVE AUTHORITY

Administrative Order 1, *Respecting the Procedures of the Council*, Schedule 6, Executive Standing Committee Terms of Reference, Section 11:

The Executive Committee shall meet no less than four (4) times annually, preferably monthly, or as agreed to by the Committee

RECOMMENDATION

It is recommended that the Executive Standing Committee approve the proposed 2018 meeting schedule as outlined in Attachment 1 to this report.

BACKGROUND

In accordance with Section 11 of the Executive Standing Committee (ESC) Terms of Reference, ESC shall meet no less than four times annually. The Committee meets the 4th Monday of each month in the Council Chamber, City Hall, 1841 Argyle Street from 10:00 a.m. to 1:00 p.m..

DISCUSSION

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), and Union of Nova Scotia Municipalities (UNSM). 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 Executive Standing 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 Executive Standing Committee schedule may impact the timing of other Committee meeting times and dates.

COMMUNITY ENGAGEMENT

The 2018 meeting schedule for the Executive Standing 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 Executive Standing Committee may recommend and/or adjust the proposed 2018 meeting schedule as they see fit.

ATTACHMENTS

Attachment 1 – Proposed 2018 Executive Standing Committee 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 Sherryll Murphy, Deputy Clerk, murphysh@halifax.ca or 902-490-4211

Proposed 2018 Executive Standing Committee Meeting Schedule

Date: Fourth Monday of the Month, except when indicated otherwise

Time: 10:00 a.m. to 1:00 p.m.

Location: Council Chambers, 3rd Floor City Hall, 1841 Argyle Street

January 22

February 26

March 26

April 23

May 28

June 25

July 23 – *if required*

August – no meeting

September 24

October 22

November 26

December 17* – *if required*