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**Item No. 12.1.4**  
**Environment & Sustainability Standing Committee**  
**December 7, 2017**

**TO:** Chair and Members of the Environment & Sustainability Standing Committee

Original signed

**SUBMITTED BY:**

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Kevin Arjoon, Municipal Clerk

**DATE:** November 24, 2017

**SUBJECT:** 2018 Environment & Sustainability Standing Committee Meeting Schedule

**ORIGIN**

It is the practice for the Environment & Sustainability Standing Committee (ESSC) to adopt a schedule of meetings for the upcoming year.

**LEGISLATIVE AUTHORITY**

The Environment and Sustainability Standing Committee Terms of Reference (Schedule 5 of Administrative Order One, The Procedure of the Council Administrative Order) states:

***Administration and Procedures***

*9. The Environment and Sustainability Standing Committee meetings shall meet no less than four (4) times annually, preferably monthly, or as determined by this Committee.*

**RECOMMENDATION**

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

## **BACKGROUND**

In accordance with Section 9 of the Terms of Reference of the Environment and Sustainability Standing Committee shall meet no less than four times annually, preferably monthly. The Committee has traditionally met the 1<sup>st</sup> Thursday of each month in the Council Chamber, City Hall, 1841 Argyle Street at 1:00 p.m.

## **DISCUSSION**

The proposed 2018 meeting schedule, provided as Attachment 1 of this report, proposes 11 regular meetings and takes into account statutory holidays, Council March Break, conferences of Federation of Canadian Municipalities (FCM), and Union of Nova Scotia Municipalities (UNSM). The approval of this schedule will allow members of the Environment and Sustainability Standing Committee, Regional Council, staff and the public to be notified and plan in advance for meetings. The Chair of the Environment and Sustainability Standing Committee, with input from staff, has the authority to cancel a scheduled meeting should it be deemed unnecessary. 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 financial implications associated with the recommended course of action.

## **RISK CONSIDERATION**

There are no risks associated with the recommended course of action.

## **COMMUNITY ENGAGEMENT**

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

## **ATTACHMENTS**

Attachment 1 – Proposed 2018 Environment and Sustainability Standing 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.

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**Attachment No. 1**

**ENVIRONMENT & SUSTAINABILITY STANDING COMMITTEE**  
**Proposed 2018 Meeting Schedule**

**DATE:** 1<sup>st</sup> Thursday of each month

**TIME:** 1:00 p.m. – 3:00 p.m.

**LOCATION:** Council Chamber, City Hall, 1841 Argyle Street, Halifax

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The proposed regular monthly meetings dates for the Environment and Sustainability Standing Committee for 2018 are as follows:

January 11\*

February 1

March 1

April 5

May 3

June 7

No July meeting

August 2

September 6

October 4

November 1

December 6

\*January 4<sup>th</sup> is the first Thursday of the month, however January 11<sup>th</sup> is proposed instead to allow a buffer for the Holidays.