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**Item No. 13.1.3**  
**North West Community Council**  
**November 5, 2018**

**TO:** Chair and Members of Harbour East-Marine Drive Community Council

Original Signed

**SUBMITTED BY:**

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Liam MacSween, Legislative Assistant

**DATE:** October 31, 2018

**SUBJECT:** **2019 North West Community Council Meeting Schedule**

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**ORIGIN**

It is the practice for North West Community Council (NWCC) to adopt a schedule of meetings for the upcoming year.

**LEGISLATIVE AUTHORITY**

Administrative Order 1, *Respecting the Procedures of the Council*, Schedule 8, Community Councils Rules Governing Meetings, Section 3:

- (1) *There shall be ten (10) regular meetings of a Community Council each year.*
- (4) *There shall be no regular meetings of a Community Council during the months of July and August unless the Community Council, by resolution, establishes a summer meeting schedule.*

**RECOMMENDATION**

It is recommended that North West Community Council approve the proposed 2019 meeting schedule as outlined in Attachment 1 of this report.

## **BACKGROUND**

In accordance with Section 8 of the Community Councils Rules Governing Procedures, North West Community Council (NWCC) shall meet no less than ten (10) times annually. North West Community Council meets from 7:00 p.m. to 9:00 p.m. in various locations throughout Districts 1, 13, 14, 15 and 16.

## **DISCUSSION**

The proposed 2019 schedule provided as Attachment 1 of this report, proposes 10 regular meetings and 2 'if required', 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 approval of this schedule will allow members of Community Council, staff and the public to be notified and plan in advance for meetings. The Chair of the 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.

## **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 Community Council schedule may impact the timing of other Committee meeting times and dates.

## **COMMUNITY ENGAGEMENT**

The 2019 meeting schedule for the Community Council, 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 Community Council may recommend and/or adjust the proposed 2019 meeting schedule as they see fit.

## **ATTACHMENTS**

Attachment 1 – Proposed 2019 North West Community Council 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: Liam MacSween, Legislative Assistant, Office of Municipal Clerk, 902.490.6521

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## Attachment 1

### North West Community Council Proposed 2019 Meeting Schedule

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**Date:** 2<sup>nd</sup> Monday of the month  
**Location:** TBD  
**Time:** 7:00 – 9:00 p.m.

January 14	July 8 – If required
February 11	August 12 – If required
March 11	September 9
April 8	October 7*
May 13	November 4**
June 10	December 9

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

\*October meeting moved to 1<sup>st</sup> Monday due to Thanksgiving Holiday

\*\*November meeting moved to 1<sup>st</sup> Monday due to Remembrance Day