



P.O. Box 1749  
Halifax, Nova Scotia  
B3J 3A5 Canada

**Item No. 12.4.3**  
**Audit and Finance Standing Committee**  
**November 28, 2018**

**TO:** Chair and Members of the Audit and Finance Standing Committee

Original Signed

**SUBMITTED BY:**

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Krista Vining, Legislative Assistant

**DATE:** October 31, 2018

**SUBJECT:** Proposed 2019 Audit and Finance Standing Committee Meeting Schedule

**ORIGIN**

It is the practice for the Audit and Finance Standing Committee (AFSC) to adopt a schedule of meetings for the upcoming year.

**LEGISLATIVE AUTHORITY**

Audit and Finance Standing Committee Terms of Reference, Section 9 Administration and Procedures:

*The Audit and Finance Standing Committee shall meet no less than four (4) times annually, preferably monthly, or as determined by the Committee.*

**RECOMMENDATION**

The Audit and Finance Standing Committee approve the proposed 2019 meeting schedule as outlined in Attachment 1 of this report.

## **BACKGROUND**

In accordance with Section 9 of the Audit and Finance Standing Committee Terms of Reference, the Committee shall meet no less than four (4) times annually, preferable monthly, or as determined by the Committee. The AFSC meets the 3<sup>rd</sup> Wednesday of each month in the Halifax Council Chamber, 3<sup>rd</sup> Floor City Hall, 1841 Argyle Street, Halifax from

## **DISCUSSION**

The proposed 2019 schedules 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 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 budgetary 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 Standing Committee schedule may impact the timing of other Committee meeting times and dates.

## **COMMUNITY ENGAGEMENT**

The 2019 meeting schedule for the Audit and Finance 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 Standing Committee may recommend and/or adjust the proposed 2019 meeting schedule as they see fit.

## **ATTACHMENTS**

Attachment 1 – Proposed 2019 Audit and Finance 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.

Report Prepared by: Krista Vining, Legislative Assistant, 902.490.6520

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## **Proposed 2019 Meeting Schedule Audit and Finance Standing Committee**

**Dates:** 3<sup>rd</sup> Wednesday of each month

**Time:** 10:00 a.m. – 12:00 p.m.

**Location:** Halifax Council Chamber, 3<sup>rd</sup> Floor City Hall, 1841 Argyle Street, Halifax

January 9<sup>th</sup> \*January 16<sup>th</sup> Budget Committee

February 20<sup>th</sup>

March 27<sup>th</sup> \*March Break 18-22

April 17<sup>th</sup>

May 15<sup>th</sup>

June 19<sup>th</sup>

July 17<sup>th</sup> *if required* \*Regional Council scheduled to meet July 16<sup>th</sup> and 30<sup>th</sup>

August 14<sup>th</sup> *if required* \*Regional Council scheduled to meet August 13<sup>th</sup>

September 18<sup>th</sup>

October 16<sup>th</sup>

November 20<sup>th</sup>

December 4<sup>th</sup> \*in light of holiday schedules

### **Other Dates:**

- January 1 – New Years Day
- February 18 – Heritage Day
- April 19 – Good Friday
- April 22 – Easter Monday
- May 20 – Victoria Day
- July 1 – Canada Day
- August 5 – Natal Day
- September 2 – Labour Day
- October 14 - Thanksgiving
- November 11 – Remembrance Day
- December 25 – Christmas
- December 26 – Boxing Day

**Note:** the next FCM Sustainable Communities Conference is scheduled for October 19-21, 2020