



P.O. Box 1749  
Halifax, Nova Scotia  
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**Item No. 12.1.3  
Executive Standing Committee  
September 23, 2019**

**TO:** Chair and Members of the Executive Standing Committee

**SUBMITTED BY:** Original Signed  
\_\_\_\_\_  
John Traves, Q.C. Director, Legal, Municipal Clerk & External Affairs

Original Signed  
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Jane Fraser, A/Chief Administrative Officer

**DATE:** July 5, 2019

**SUBJECT:** **2020 Council Meeting Schedule**

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**ORIGIN**

It is the practice for Regional Council to adopt a schedule outlining meetings of Regional Council for the forthcoming year.

**LEGISLATIVE AUTHORITY**

Administrative Order 1, *Respecting the Procedures of the Council*, Schedule 6, Executive Standing Committee Terms of Reference, Section 8:

**General Governance of the Council**

8. The Executive Standing Committee shall act as a review committee for matters related to the general self-governance and administration of the Council as directed by the Council.

**RECOMMENDATION**

It is recommended that the Executive Standing Committee recommend that Halifax Regional Council approve the proposed 2020 Council meeting scheduled as outlined in Attachment 1.

## **BACKGROUND**

In accordance with Administrative Order One, Section 8, regular Council sessions are held on Tuesdays at an hour deemed appropriate by the Mayor and Chief Administrative Officer (CAO) jointly. Regularly scheduled meetings of Regional Council may be cancelled with the agreement of the Mayor and CAO or may be added with appropriate notice provided it is done in accordance with the HRM Charter and Administrative Order One.

## **DISCUSSION**

Since amalgamation Regional Council has adopted 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 Regional Council meetings.

Since 2014, Regional Council has adopted a modified bi-weekly meeting schedule for Regional Council meetings. The proposed modified bi-weekly schedule provided as Attachment 1 of this report, proposes 24 regular meetings, 1 if required meeting, 1 special meeting for the Swearing In Ceremony, and takes into account statutory holidays, March Break, meetings of Federation of Canadian Municipalities (FCM), Nova Scotia Federation of Municipalities (NSFM), and the number of meetings provided for in 2019.

Where 2020 is an election year, with polls anticipated to open as early as October 6 and the Municipal Election is anticipated for October 17, 2020, Regional Council meetings have not been planned for the month of October. Although there are no restrictions in the Halifax Regional Municipality Charter or the Municipal Elections Act preventing Council from conducting business close to an election, there may be a perceived benefit to incumbents.

## **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 Council schedule is used when proposing other Committee meeting dates.

In terms of Council not holding meetings in the month of October due to the 2020 Municipal Election, while there is nothing in legislation that would prevent Regional Council from holding meetings, there have been concerns raised in the past about holding meetings during the election period.

There may be a corporate risk with no meetings in the month of October where approvals required by Regional Council may delay items. This risk can be mitigated by early communication of the draft 2020 schedule and planning to have any items that require Regional Council approval dealt with in September. To assist, an if required September meeting has been added to the draft 2020 schedule. Special Meetings could also be called in October if required.

## **COMMUNITY ENGAGEMENT**

The 2020 meeting schedule for Halifax Regional 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 Regional Council meeting.

## **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 2020 Regional Council meeting schedule as they see fit for recommendation to Halifax Regional Council.

**ATTACHMENTS**

Attachment 1 – Proposed Modified bi-weekly 2020 Council 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: Laura Lewis, Council Coordinator, Office of Municipal Clerk, 902.490.6525

Report Approved by: Original Signed  
Kevin Arjoon, Municipal Clerk, 902.490.4210

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REVISED Attachment 1 – Proposed Modified bi-weekly 2020 Council Schedule

**2020 HALIFAX REGIONAL COUNCIL SCHEDULE**

Meetings of Regional Council are scheduled to commence at 10:00 a.m. with final meeting time to be confirmed at the approval of the agenda.

MONTH	DATE	MEETING	MONTH	DATE	MEETING
<b>January</b>	January 7	No Scheduled Meeting	<b>July</b>	July 7	No Scheduled Meetings
	January 14	Regional Council		July 13	
	January 21	No Scheduled Meeting		July 21	Regional Council
	January 28	Regional Council		July 28	No Scheduled Meeting
<b>February</b>	February 4	No Scheduled Meeting	<b>August</b>	August 4	Regional Council
	February 11	Regional Council		August 11	No Scheduled Meeting
	February 18	No Scheduled Meeting		August 18	Regional Council
	February 25	Regional Council		August 25	No Scheduled Meetings
<b>March</b>	March 3	No Scheduled Meeting	<b>September</b>	September 1	Regional Council
	March 10	Regional Council		September 8	No Scheduled Meeting (Labour Day)
	March 17	No Scheduled Meeting (March Break 16-20)		September 15	Regional Council
	March 24	Regional Council		September 22	Regional Council
	March 31	No Scheduled meeting		September 29	Regional Council – If Required
<b>April</b>	April 7	Regional Council	<b>October</b>	October 6	No Scheduled Meeting
	April 14	No Scheduled Meeting (Easter)		October 13	No Scheduled Meeting (Thanksgiving)
	April 21	Regional Council		<b>October 17</b>	<b>Municipal Election</b>
	April 28	No Scheduled Meeting		October 20	No Scheduled Meeting (FCM Sustainable Communities Conference 20-22)
<b>May</b>	May 5	Regional Council	<b>November</b>	October 27	No Scheduled Meeting
	May 12	No Scheduled Meeting		November 3	Regional Council – 6pm Swearing In Ceremony
	May 19	Regional Council		November 10	Regional Council
	May 26	No Scheduled Meeting		November 17	Regional Council
<b>June</b>	June 2	Regional Council	<b>December</b>	November 24	No Scheduled Meeting (NSFM 24-27)
	June 9	No Scheduled Meeting (FCM June 4-7)		December 1	Regional Council
	June 16	Regional Council		December 8	Regional Council
	June 23	No Scheduled Meeting		December 15	Regional Council
	June 30	Regional Council		December 22	No Scheduled Meetings
		December 29			

**Other Dates:**

- January 1 – New Years Day
- February 17 – Heritage Day
- April 10 – Good Friday
- April 13 – Easter Monday
- May 18 – Victoria Day
- July 1 – Canada Day
- August 3 – Natal Day
- September 7 – Labour Day
- October 12 - Thanksgiving
- November 11 – Remembrance Day
- December 25 – Christmas
- December 26 – Boxing Day