



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

Item No. 15.3.2
Halifax Regional Council
October 8, 2019

TO: Mayor Savage and Members of Halifax Regional Council

Original Signed

SUBMITTED BY: _____
Mayor Mike Savage, Chair, Executive Standing Committee

DATE: September 24, 2019

SUBJECT: 2020 Council Meeting Schedule

ORIGIN

Motion from the September 23, 2019 Executive Standing Committee Meeting, Item 12.1.3.

LEGISLATIVE AUTHORITY

Administrative Order One – the Procedure of the Council Administrative Order, 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

The Executive Standing Committee recommends that Halifax Regional Council approve the proposed 2020 Council meeting schedule as outlined in the revised Attachment 1 of the staff report dated July 5, 2019.

BACKGROUND

A staff report dated July 5, 2019 was before the Executive Standing Committee at its meeting held on September 23, 2019. After a brief discussion, the Committee approved the staff recommendation.

FINANCIAL IMPLICATIONS

As outlined in the attached staff report dated July 5, 2019.

RISK CONSIDERATION

As outlined in the attached staff report dated July 5, 2019.

COMMUNITY ENGAGEMENT

The Executive Standing Committee meetings are open to public attendance and members of the public are invited to address the Standing Committee for up to five (5) minutes during the Public Participation

portion of the meeting. Meetings are live webcast on Halifax.ca. The agenda, reports, video and minutes of the Executive Standing Committee are posted on Halifax.ca.

For further information on Community Engagement as it relates to this item, refer to the staff report dated July 5, 2019 (Attachment 1).

ENVIRONMENTAL IMPLICATIONS

No environmental implications identified.

ALTERNATIVES

The Executive Standing Committee did not provide alternatives.

ATTACHMENTS

Attachment 1: Staff report dated July 5, 2019

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: Judith Ng'ethe, Legislative Assistant, Municipal Clerk's Office 902.490.6517



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Attachment 1
REVISED -
SEPTEMBER 23, 2019

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

Jane Fraser, A/Chief Administrative Officer

DATE: July 5, 2019

SUBJECT: **2020 Council Meeting Schedule**

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

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: Laura Lewis, Council Coordinator, Office of Municipal Clerk, 902.490.6525

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

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
January	January 7	No Scheduled Meeting	July	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
February	February 4	No Scheduled Meeting	August	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
March	March 3	No Scheduled Meeting	September	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
April	April 7	Regional Council	October	October 6	No Scheduled Meeting
	April 14	No Scheduled Meeting (Easter)		October 13	No Scheduled Meeting (Thanksgiving)
	April 21	Regional Council		October 17	Municipal Election
	April 28	No Scheduled Meeting		October 20	No Scheduled Meeting (FCM Sustainable Communities Conference 20-22)
May	May 5	Regional Council	November	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
June	June 2	Regional Council	December	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