

# HALIFAX

P.O. Box 1749  
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**Item No. 12.1.3**  
**Executive Standing Committee**  
**October 28, 2019**

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

**SUBMITTED BY:** Original Signed  
Judith Ng'ethe, Legislative Assistant

**DATE:** October 15, 2019

**SUBJECT:** 2020 Executive Standing Committee Meeting Schedule

## **ORIGIN**

It is the practice for the Executive Standing Committee to adopt a schedule of meetings for the upcoming year.

## **LEGISLATIVE AUTHORITY**

Administrative Order One, *Respecting the Procedures of the Council*, Schedule 6, Section 11:

*The Executive Committee shall meet no less than four (4) times annually, preferably monthly, or as agreed to by the Committee.*

## **RECOMMENDATION**

It is recommended that Executive Standing Committee approve the proposed 2020 meeting schedule as outlined in Attachment 1 to this report.

## **BACKGROUND**

In accordance with Section 11 of the Executive Standing Committee's terms of reference, the Executive Standing Committee shall meet no less than four (4) times annually. The Committee meets the fourth Monday of each month in the Council Chamber, 3<sup>rd</sup> Floor, City Hall, 1841 Argyle Street, Halifax.

As 2020 is an election year, with polls anticipated to open as early as October 6, 2020 and the Municipal Election 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 (HRM) Charter or the Municipal Elections Act preventing Council from conducting business close to an election, there may be a perceived benefit to incumbents. Similarly, where possible, Board and Committee meetings have not been planned for the month of October.

## **DISCUSSION**

The proposed 2020 schedule, provided as Attachment 1 of this report, proposes ten regular meetings and one "if required" meeting. It also 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 Executive Standing Committee, 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 Executive Standing Committee schedule may impact the timing of other Committee meeting times and dates.

## **COMMUNITY ENGAGEMENT**

The 2020 meeting schedule for the Executive 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 Executive Standing Committee may recommend and/or adjust the proposed 2020 meeting schedule as they see fit.

**ATTACHMENTS**

Attachment 1 – Proposed 2020 Executive 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: Judith Ng'ethe, Legislative Assistant, Office of Municipal Clerk, 902.490.6517

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**Proposed  
Executive Standing Committee  
2020 Meeting Schedule**

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

Fourth Monday of the month from 10:00 a.m. – 1:00 p.m.  
Time, date and location are subject to change.

<b>4<sup>th</sup> Monday, 10:00 a.m. - 1:00 p.m.</b>
Monday, January 27, 2020
Monday, February 24, 2020
Monday, March 23, 2020
Monday, April 27, 2020
Monday, May 25, 2020
Monday, June 22, 2020
Monday, July 20, 2020
Monday, August 24, 2020
Monday, September 14, 2020*
<i>No meeting in October, 2020</i>
Monday, November 23, 2020
Monday, December 14, 2020– if required**

\*September meeting moved due to October Municipal Election.

\*\*December meeting moved due to Christmas Break.