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**Item No. 13.1.1**  
**North West Community Council**  
**November 4, 2019**

**TO:** Chair and Members of North West Community Council

Original Signed

**SUBMITTED BY:**

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Liam MacSween, Legislative Assistant

**DATE:** October 30, 2019

**SUBJECT:** 2020 North West Community Council Meeting Schedule

**ORIGIN**

It is the practice for North West Community Council to adopt a schedule outlining meetings for the forthcoming 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 2020 meeting schedule as outlined in Attachment A of this report.

**BACKGROUND**

In accordance with Schedule 8, section 3 of Administrative Order One, Community Councils Rules Governing Meetings, 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 2020 schedule provided as Attachment A of this report, proposes 10 regular meetings and 1 '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 Community Council members, staff and the public to be notified and plan in advance for meetings.

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. Similarly, where possible, Community Council, Standing Committee and Board and Committee meetings have not been planned for the month of October.

The Chair of North West 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 meeting schedules, as consideration of the approved North West Community Council meeting schedule may be used when proposing other Committee meeting dates.

## **COMMUNITY ENGAGEMENT**

The 2020 meeting schedule for North West Community 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 meeting.

## **ENVIRONMENTAL IMPLICATIONS**

There are no environmental implications associated with the recommended course of action.

## **ALTERNATIVES**

North West Community Council may recommend and/or adjust the proposed 2020 meeting schedule as they see fit.

## **ATTACHMENTS**

Attachment A – Proposed 2020 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 A**

**North West Community Council  
Proposed 2020 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 13	July 13
February 10	August 10 – If required
March 9	September 14
April 6*	October – No meeting scheduled
May 11	November 9
June 8	December 14

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

\*April 6 meeting moved to 1<sup>st</sup> Monday (Easter Monday)