



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

Item No. 12.2.2
Audit and Finance Standing Committee
November 20, 2019

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

Original Signed

SUBMITTED BY:

Robyn Dean, Legislative Assistant

DATE: November 14, 2019

SUBJECT: Proposed 2020 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 2020 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, preferably monthly, or as determined by the Committee. The AFSC meets the 3rd Wednesday of each month in the Halifax Council Chamber, 3rd Floor City Hall, 1841 Argyle Street, Halifax from 10:00 a.m. to 12:00 p.m.

DISCUSSION

The proposed 2020 schedule provided as Attachment 1 of this report, proposes 11 regular meetings 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 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 2020 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 2020 meeting schedule as they see fit.

ATTACHMENTS

Attachment 1 – Proposed 2020 Audit and Finance Standing Committee Meeting 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: Robyn Dean, Legislative Assistant, 902.490.6520

Proposed 2020 Meeting Schedule Audit and Finance Standing Committee

Dates: 3rd Wednesday of each month

Time: 10:00 a.m. – 12:00 p.m.

Location: Halifax Council Chamber, 3rd Floor City Hall, 1841 Argyle Street, Halifax

January 8th (a week early due to Budget meeting)

February 19th

March 11th (a week early due to March Break)

April 15th

May 20th

June 17th

July 15th

August 19th

September 16th

October – *no meeting*

November 18th

December 16th

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