



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

**Item No. 12.4.1**  
**Appeals Standing Committee**  
**December 12, 2019**

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

**SUBMITTED BY:**

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Simon Ross-Siegel, Legislative Assistant

**DATE:** November 20, 2019

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

#### **ORIGINS**

It is the practice for the Appeals Standing Committee (ASC) to adopt a meeting schedule for the upcoming year.

#### **LEGISLATIVE AUSRITY**

The Appeals Standing Committee Terms of Reference (Schedule 1 of Administrative Order One, The Procedure of the Council Administrative Order) states:

##### **Administration and Procedures**

*4. The Appeals Standing Committee meetings shall meet no less than four (4) times annually, preferably monthly, or as determined by this Committee.*

#### **RECOMMENDAITON**

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

## **BACKGROUND**

In accordance with Section 4 of the Appeals Standing Committee Terms of Reference, the Standing Committee shall meet no less than four (4) times annually, preferable monthly, or as determined by the Standing Committee. The ASC generally meets the 2<sup>nd</sup> Thursday of each month in Council Chamber, 3<sup>rd</sup> 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 4 regular meetings and 7 '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 members of Council, staff and the public to be notified and plan in advance for meetings. The Chair of the 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. 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, Standing Committee meetings have not been scheduled for the month of October.

## **FINANCIAL IMPLICATION**

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

## **RICK 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 Standing Committee, once adopted, is posted to the HRM calendar at [Halifax.ca](http://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 Community Council may recommend and/or adjust the proposed 2020 meeting schedule as they see fit.

## **ATTACHMENTS**

**Attachment 1 – Proposed 2020 Appeals 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: Simon Ross-Siegel, Legislative Assistant, Office of Municipal Clerk, 902.490.6519

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## Attachment 1

### Appeals Standing Committee Proposed 2020 Meeting Schedule

<b>Date</b>	<b>Time</b>	<b>Location</b>
January 9, 2020 <i>*if required</i>	10:00 a.m. – 12:00 p.m.	Council Chambers – 3 <sup>rd</sup> Floor City Hall, 1841 Argyle Street, Halifax
February 13, 2020 <i>*if required</i>	10:00 a.m. – 12:00 p.m.	Council Chambers – 3 <sup>rd</sup> Floor City Hall, 1841 Argyle Street, Halifax
March 12, 2020	10:00 a.m. – 12:00 p.m.	Council Chambers – 3 <sup>rd</sup> Floor City Hall, 1841 Argyle Street, Halifax
April 9, 2020 <i>*if required</i>	10:00 a.m. – 12:00 p.m.	Council Chambers – 3 <sup>rd</sup> Floor City Hall, 1841 Argyle Street, Halifax
May 14, 2020 <i>*if required</i>	10:00 a.m. – 12:00 p.m.	Council Chambers – 3 <sup>rd</sup> Floor City Hall, 1841 Argyle Street, Halifax
June 11, 2020	10:00 a.m. – 12:00 p.m.	Council Chambers – 3 <sup>rd</sup> Floor City Hall, 1841 Argyle Street, Halifax
July 9, 2020 <i>*if required</i>	10:00 a.m. – 12:00 p.m.	Council Chambers – 3 <sup>rd</sup> Floor City Hall, 1841 Argyle Street, Halifax
August 13, 2020 <i>*if required</i>	10:00 a.m. – 12:00 p.m.	Council Chambers – 3 <sup>rd</sup> Floor City Hall, 1841 Argyle Street, Halifax
September 10, 2020	10:00 a.m. – 12:00 p.m.	Council Chambers – 3 <sup>rd</sup> Floor City Hall, 1841 Argyle Street, Halifax
<i>No October meeting</i>		
November 12, 2020	10:00 a.m. – 12:00 p.m.	Council Chambers – 3 <sup>rd</sup> Floor City Hall, 1841 Argyle Street, Halifax
December 10, 2020 <i>*if required</i>	10:00 a.m. – 12:00 p.m.	Council Chambers – 3 <sup>rd</sup> Floor City Hall, 1841 Argyle Street, Halifax

**\*Please be advised that meeting times and locations are subject to change**