

HALIFAX

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Item No. 11.1.4
Halifax Regional Council
November 17, 2020

TO: Mayor Savage and Members of Halifax Regional Council

SUBMITTED BY: Original Signed by 
Jacques Dubé, Chief Administrative Officer

DATE: October 27, 2020

SUBJECT: 2021 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*, Section 8:

Regular Meeting of the Council

8. The Council shall meet on such Tuesdays determined by Council, and shall be held at such an hour as deemed appropriate by the Mayor and CAO jointly.

RECOMMENDATION

It is recommended that Halifax Regional Council

1. Suspend the rules of procedure under Schedule 6, the Executive Standing Committee Terms of Reference, of Administrative Order One, the Procedures of the Council Administrative Order, and
2. Approve the proposed 2021 Council meeting schedule 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, 3 if required meetings, and takes into account statutory holidays, March Break, Nova Scotia Federation of Municipalities (NSFM)'s Fall Conference dates, and the number of meetings provided for in 2020.

In previous years, the Regional Council meeting schedule has also taken into account meetings of Federation of Canadian Municipalities (FCM). The 2021 meeting schedule for FCM has not yet been finalized; their annual conference is tentatively scheduled for either June 3-6 or June 10-13, 2021. "If required" meetings have been included on the schedule in regards to these dates, and Council's meeting schedule can be adjusted if needed once more information is known.

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.

COMMUNITY ENGAGEMENT

The 2021 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

Council may adjust the proposed 2021 Regional Council meeting schedule as they see fit.

ATTACHMENTS

Attachment 1 – Proposed Modified bi-weekly 2021 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: April Stewart, Acting Council Coordinator – 902.490.5442

Attachment 1 – Proposed Modified bi-weekly 2021 Council Schedule

2021 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 5	No Scheduled Meeting	July	July 6	No Scheduled Meetings
	January 12	Regional Council		July 13	
	January 19	No Scheduled Meeting		July 20	Regional Council
	January 26	Regional Council		July 27	Regional Council (If required)
February	February 2	No Scheduled Meeting	August	August 3	No Scheduled Meeting
	February 9	Regional Council		August 10	No Scheduled Meeting
	February 16	No Scheduled Meeting		August 17	Regional Council
	February 23	Regional Council		August 24	No Scheduled Meeting
March	March 2	No Scheduled Meeting		September	August 31
	March 9	Regional Council	September 7		No Scheduled Meeting (Labour Day)
	March 16	No Scheduled Meeting (March Break 15-19)	September 14		Regional Council
	March 23	Regional Council	September 21		No Scheduled Meeting
	March 30	No Scheduled meeting	September 28		Regional Council
April	April 6	Regional Council	October	October 5	Regional Council
	April 13	No Scheduled Meeting (Easter)		October 12	No Scheduled Meeting (Thanksgiving)
	April 20	Regional Council		October 19	Regional Council
	April 27	No Scheduled Meeting		October 26	Regional Council
May	May 4	Regional Council	November	November 2	No Scheduled Meeting (NSFM Nov 2-4)
	May 11	No Scheduled Meeting		November 9	Regional Council
	May 18	Regional Council		November 16	No Scheduled Meeting
	May 25	No Scheduled Meeting		November 23	Regional Council
June	June 1	Regional Council		December	November 30
	June 8	Regional Council (If required – tentative FCM dates)	December 7		Regional Council
	June 15	Regional Council (If required – tentative FCM dates)	December 14		Regional Council
	June 22	No Scheduled Meeting	December 21		No Scheduled Meetings
	June 29	Regional Council	December 28		

Other Dates:

- January 1 – New Years Day
- February 15 – Heritage Day
- April 2 – Good Friday
- April 5 – Easter Monday
- May 24 – Victoria Day
- July 1 – Canada Day
- August 2 – Natal Day
- September 6 – Labour Day
- October 11 – Thanksgiving
- November 11 – Remembrance Day
- December 25 – Christmas
- December 26 – Boxing Day