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Item No. 12.2.2
Audit and Finance Standing Committee
November 25, 2020

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

- Original Signed -

SUBMITTED BY: _____
Robyn Dean, Legislative Assistant

DATE: November 18, 2020

SUBJECT: Proposed 2021 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 2021 meeting schedule as outlined in Attachment 1 of the staff report dated November 18, 2020.

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 2021 schedule provided as Attachment 1 of this report, proposes 12 regular meetings and considers statutory holidays, March Break, 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 2021 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 2021 meeting schedule as they see fit.

ATTACHMENTS

Attachment 1 – Proposed 2021 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 2021 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 20th

February 17th

March 24th (a week late due to March Break)

April 21st

May 19th

June 16th

July 21st

August 18th

September 15th

October 20th

November 17th

December 15th

Other Dates:

- January 1 – New Years Day
- February 15 – Heritage Day
- March 15-19 – March Break
- 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