



P.O. Box 1749  
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**Item No. 7.3.1**  
**Appeals Standing Committee**  
**December 10, 2020**

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

**Original Signed**

**SUBMITTED BY:**

\_\_\_\_\_  
Haruka Aoyama, Legislative Assistant

**DATE:** November 26, 2020

**SUBJECT:** Proposed 2021 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 AUTHORITY**

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.*

**RECOMMENDATION**

It is recommended that the Appeals Standing Committee approve the proposed 2021 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 2021 schedule provided as Attachment 1 of this report, proposes 10 meetings and 2 '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.

## **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 2021 meeting schedule for the 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 Community Council may recommend and/or adjust the proposed 2021 meeting schedule as they see fit.

## **ATTACHMENTS**

**Attachment 1** – Proposed 2021 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: Haruka Aoyama, Legislative Assistant, Office of Municipal Clerk, 902.490.6517

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## Attachment 1

### Proposed 2021 Meeting Schedule Appeals Standing Committee

**Date:** 2<sup>nd</sup> Thursday of the Month

**Time:** 10:00 a.m. – 12:00 p.m.

**Location:** Virtual

*\*Should the Committee resume meeting in person, meetings will be held in Council Chamber, 3rd Floor City Hall, 1841 Argyle Street, Halifax*

January 14, 2021

February 11, 2021

March 11, 2021

April 8, 2021

May 13, 2021

June 10, 2021

July 8, 2021 *\*if required*

August 12, 2021 *\*if required*

September 9, 2021

October 14, 2021

November 18, 2021 *(Delayed a week due to Remembrance Day)*

December 9, 2021

#### **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 (Monday, Dec 27<sup>th</sup> closed)
- December 26 – Boxing Day (Tuesday, December 28<sup>th</sup> closed)