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Item No. 8.1.4
Halifax and West Community Council
December 9, 2020

TO: Chair and Members of Halifax and West Community Council

SUBMITTED BY: ORIGINAL SIGNED

Haruka Aoyama, Legislative Assistant

DATE: November 26, 2020

SUBJECT: Proposed 2021 Halifax and West Community Council Meeting Schedule

ORIGIN

It is the practice for Halifax and West Community Council (HWCC) to adopt a schedule of meetings for the upcoming year.

LEGISLATIVE AUTHORITY

Administrative Order 1, *Respecting the Procedures of the Council*, Schedule 8, Community Councils Rules Governing Meetings, Section 3:

- (1) *There shall be ten (10) regular meetings of a Community Council each year.*
- (4) *There shall be no regular meetings of a Community Council during the months of July and August unless the Community Council, by resolution, establishes a summer meeting schedule.*

RECOMMENDATION

It is recommended that Halifax and West Community Council approve the proposed 2021 meeting schedule as outlined in Attachment 1 of this report.

BACKGROUND

In accordance with Section 8 of the Community Councils Rules Governing Procedures, Halifax and West Community Council (HWCC) shall meet no less than ten (10) times annually. Halifax and West Community Council typically meets from 6:00 p.m. to 8:00 p.m. in Council Chamber, City Hall, 1841 Argyle Street.

DISCUSSION

The proposed 2021 schedule provided as Attachment 1 of this report, proposes 10 regular 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 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 budget 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 Community Council schedule may impact the timing of other Committee meeting times and dates.

COMMUNITY ENGAGEMENT

The 2021 meeting schedule for the Community Council, 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 Halifax and West Community Council 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: Haruka Aoyama, Legislative Assistant, Office of Municipal Clerk, 902.490.6517

Attachment 1

Proposed 2021 Meeting Schedule Halifax and West Community Council

Date: 2nd Tuesday of the Month

Time: 6:00 p.m. – 8:00 p.m.

Location: Virtual

Should the Committee resume meeting in person, meetings will be held in Council Chambers, 2nd Floor City Hall, 1841 Argyle Street, Halifax

January 13, 2021**

February 10, 2021**

March 10, 2021*

April 13, 2021

May 11, 2021

June 9, 2021**

July 13, 2021 **if required*

August 10, 2021 **if required*

September 15, 2021**

October 13, 2021***

November 10, 2021**

December 15, 2021**

***delayed a day due to Regional Council meeting*

****delayed a day due to Thanksgiving*

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 27th closed)
- December 26 – Boxing Day (Tuesday, December 28th closed)