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Item No. 12.1.5
Environment and Sustainability Standing Committee
December 7, 2020

TO: Chair and Members of Environment and Sustainability Standing Committee

Original Signed

SUBMITTED BY:

Haruka Aoyama, Legislative Assistant

DATE: November 26, 2020

SUBJECT: 2021 Proposed Environment & Sustainability Standing Committee Meeting Schedule

ORIGINS

It is the practice for the Environment and Sustainability Standing Committee (ESSC) to adopt a meeting schedule for the upcoming year.

LEGISLATIVE AUTHORITY

The Environment and Sustainability Standing Committee Terms of Reference (Schedule 5 of Administrative Order One, The Procedure of the Council Administrative Order) states:

Administration and Procedures

9. The Environment and Sustainability 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 Environment and Sustainability Standing Committee approve the proposed 2021 meeting schedule as outlined in Attachment 1 of this report.

BACKGROUND

In accordance with Section 9 of the Environment and Sustainability Standing Committee Terms of Reference, the Standing Committee shall meet no less than four (4) times annually, preferably monthly, or as determined by the Standing Committee. The ESSC generally meets the 1st Thursday of each month in Council Chamber, 3rd Floor City Hall, 1841 Argyle Street, Halifax from 1:00 p.m. to 3:00 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.

FINACIAL 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 Environment and Sustainability 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: Haruka Aoyama, Legislative Assistant, Office of Municipal Clerk, 902.490.6517

Attachment 1

Proposed 2021 Meeting Schedule Environment and Sustainability Standing Committee

Date: 1st Thursday of the Month

Time: 1:00 p.m. – 3:00 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 7, 2021 **if required*

February 4, 2021 **if required*

March 4, 2021

April 1, 2021 **if required*

May 6, 2021 **if required*

June 3, 2021

July 7, 2021 **if required (Moved to July 7 due to Canada Day)*

August 5, 2021 **if required*

September 2, 2021

October 7, 2021 **if required*

November 4, 2021 **if required*

December 2, 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 27th closed)
- December 26 – Boxing Day (Tuesday, December 28th closed)