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Item No. 13.1.2
North West Community Council
December 14, 2020

TO: Chair and Members of North West Community Council

SUBMITTED BY: - Original Signed -
Andrea Lovasi-Wood, Legislative Assistant

DATE: December 8, 2020

SUBJECT: 2021 North West Community Council Meeting Schedule

ORIGIN

It is the practice for North West Community Council to adopt a schedule outlining meetings for the forthcoming 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 North West Community Council approve the proposed 2021 meeting schedule as outlined in Attachment A of this report.

BACKGROUND

In accordance with Schedule 8, section 3 of Administrative Order One, Community Councils Rules Governing Meetings, North West Community Council (NWCC) shall meet no less than ten (10) times annually. North West Community Council meets from 7:00 p.m. to 9:00 p.m. in various locations throughout Districts 1, 13, 14, 15 and 16.

DISCUSSION

The proposed 2021 schedule provided as Attachment A 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 Community Council members, staff and the public to be notified and plan in advance for meetings.

The Chair of North West 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 meeting schedules, as consideration of the approved North West Community Council meeting schedule may be used when proposing other Committee meeting dates.

COMMUNITY ENGAGEMENT

The 2021 meeting schedule for North West Community 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 meeting.

ENVIRONMENTAL IMPLICATIONS

There are no environmental implications associated with the recommended course of action.

ALTERNATIVES

North West Community Council may recommend and/or adjust the proposed 2021 meeting schedule as they see fit.

ATTACHMENTS

Attachment A – Proposed 2021 North 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: Liam Power, Legislative Support Assistant, Office of Municipal Clerk, 902.490.6521

Proposed 2021 Meeting Schedule North West Community Council

Date: 2nd Monday of the month

Time: 7:00 – 9:00 p.m.

Location: Virtual

**Should the Community Council resume meeting in person, meeting location will be TBA*

January 11, 2021

February 8, 2021

March 8, 2021

April 12, 2021

May 10, 2021

June 14, 2021

July 12, 2021 – *if required*

August 9, 2021 – *if required*

September 13, 2021

October 4, 2021 (*1 week early due to Thanksgiving*)

November 8, 2021

December 13, 2021

Please be advised that meeting time and location are subject to change

Other Dates:

January 1 – New Year's 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 Day

November 11 – Remembrance Day

December 25 – Christmas Day

December 26 – Boxing Day