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Item No. 5.1.1
Halifax and West Community Council
December 16, 2020

TO: Chair and Members of Halifax and West Community Council

SUBMITTED BY: ORIGINAL SIGNED

Haruka Aoyama, Legislative Assistant

DATE: December 11, 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 HALIFAX AND WEST COMMUNITY COUNCIL MEETING SCHEDULE

DATES (2021)	TIME	LOCATION
JANUARY 19	6:00p.m. – 8:00p.m.	VIRTUALLY
FEBRUARY 16	6:00p.m. – 8:00p.m.	VIRTUALLY
MARCH 30 **	6:00p.m. – 8:00p.m.	VIRTUALLY
APRIL 13 ***	6:00p.m. – 8:00p.m.	VIRTUALLY
MAY 11 ***	6:00p.m. – 8:00p.m.	VIRTUALLY
JUNE 22 ***	6:00p.m. – 8:00p.m.	VIRTUALLY
JULY 13 * / ***	6:00p.m. – 8:00p.m.	VIRTUALLY
AUGUST 24 * / ***	6:00p.m. – 8:00p.m.	VIRTUALLY
SEPTEMBER 21	6:00p.m. – 8:00p.m.	VIRTUALLY
OCTOBER 12 ***	6:00p.m. – 8:00p.m.	VIRTUALLY
NOVEMBER 16	6:00p.m. – 8:00p.m.	VIRTUALLY
DECEMBER 15****	6:00p.m. – 8:00p.m.	VIRTUALLY

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

*- If required

** - March meeting moved from 16th to the 30th to avoid conflicts with March Break

*** - Meeting moved from the 3rd Tuesday to the 2nd Tuesday or 4th Tuesday to avoid conflict with Regional Council

**** - Meeting moved from December 21 Tuesday to December 15 Wednesday considering last date of Regional Council meeting (December 14).