



P.O. Box 1749  
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Item No. 9.1.1  
Executive Standing Committee  
October 27, 2014

**TO:** Chair and Members of the Executive Standing Committee

Original Signed

**SUBMITTED BY:**

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Cathy J. Mellett, Municipal Clerk

**DATE:** September 2, 2014

**SUBJECT:** 2015 Council Meeting Schedule

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**ORIGIN**

It has been the practice for Regional Council to adopt a schedule outlining meetings of Regional Council for the forthcoming year.

**LEGISLATIVE AUTHORITY**

The mandate of the Executive Standing Committee, as adopted by Regional Council is to fulfil the self-governance role of Regional Council including:

3.6 General Council Governance

3.6.1 The Executive Standing Committee shall act as a review committee for matters related to the general self-governance and administration of Council as directed by Council.

**RECOMMENDATION**

It is recommended that the Executive Standing Committee review scheduling options and put forward a recommendation to Regional Council in regard to the proposed 2015 Regional Council meeting schedule.

## **BACKGROUND**

In accordance with Administrative Order One, Section 8(2), regular Council sessions are held on Tuesdays at an hour deemed appropriate by the Mayor and the Chief Administrative Officer jointly. Regularly scheduled meetings of Regional Council may be cancelled with the agreement of the Mayor/CAO or may be added with appropriate notice provided in accordance with the HRM Charter.

## **DISCUSSION**

Since amalgamation Regional Council has adopted a meeting schedule for the coming year. This process allows members of Council, staff and the public to be notified and plan in advance for Regional Council meetings.

In 2014 Regional Council adopted a modified bi-weekly meeting schedule for Regional Council meetings.

As 2014 was the first year of a modified bi-weekly schedule staff compared the 2013 modified weekly schedule to the 2014 modified bi-weekly schedule. The analysis showed that in 2013 Regional Council scheduled thirty-six (36) meetings with three (3) cancellations for a total of thirty-three (33) meetings of Regional Council. In 2014, with the modified bi-weekly schedule, Regional Council scheduled twenty-four (24) regular meetings and to date none of these meetings have been cancelled. In addition, Council scheduled eight (8) Committee of the Whole (COW) meetings between January 8, 2014 and April 1, 2014 to address budget and business planning for a total of thirty-two (32) meetings of Regional Council.

Based on the recommendation of the Executive Standing Committee, Regional Council has determined to continue with the COW format for budget and business planning and a similar number of COW meetings are anticipated for the budget process in 2014-2015.

Staff also conducted a comparison of the average length of meetings and determined that, in 2014<sup>1</sup> the average meeting length has been six (6) hours which is comparable to the average meeting length in 2013 which was five (5) hours.<sup>2</sup>

The modified bi-weekly schedule provided as Attachment 1 of this report, proposes twenty-six (26) regular meetings and takes into account statutory holidays, meetings of Federation of Canadian Municipalities (FCM) and Union of Nova Scotia Municipalities (UNSM), and the number of meetings provided for in 2014. The Executive Committee is free to recommend or adjust the proposed schedule.

## **FINANCIAL IMPLICATIONS**

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

## **COMMUNITY ENGAGEMENT**

The 2015 meeting schedule for Halifax Regional 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 Regional Council meeting.

## **ENVIRONMENTAL IMPLICATIONS**

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

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<sup>1</sup> To calculate the average meeting length for 2014 meeting data from meetings held in January 2014 to August 2014 was used.

<sup>2</sup> For calculation and comparison purposes, the start time and end time of Committee of the Whole and Regional Council meetings for both 2013 and 2014 were rounded to the nearest hour or half hour to calculate the average meeting length time.

**ALTERNATIVES**

The Executive Committee may adopt and/or adjust the proposed 2015 Regional Council meeting schedule as they see fit for recommendation to Halifax Regional Council.

**ATTACHMENTS**

Attachment 1 – Modified bi-weekly 2015 Council Schedule

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A copy of this report can be obtained online at <http://www.halifax.ca/boardscom/standing.php> then choose the appropriate Standing Committee and meeting date, or by contacting the Office of the Municipal Clerk at 902.490.4210, or Fax 902.490.4208.

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**Attachment 1 – Modified bi-weekly 2015 Council Schedule**

## 2015 HALIFAX REGIONAL COUNCIL SCHEDULE

MEETING TIMES ARE TO BE ANNOUNCED

MONTH	DATE	MEETING	MONTH	DATE	MEETING
<b>January</b>	January 6	No Scheduled Meeting	<b>July</b>	July 7	No Scheduled Meetings
	January 13	Regional Council		July 14	
	January 20	No Scheduled Meeting		July 21	Regional Council
	January 27	Regional Council		July 28	Regional Council
<b>February</b>	February 3	Regional Council	<b>August</b>	August 4	Regional Council
	February 10	No Scheduled Meeting		August 11	No Scheduled Meetings
	February 17	No Scheduled Meeting		August 18	
	February 24	Regional Council		August 25	
<b>March</b>	March 3	No Scheduled Meeting	<b>September</b>	September 1	Regional Council
	March 10	Regional Council		September 8	
	March 17	No Scheduled Meeting (March Break)		September 15	No Scheduled Meeting
	March 24	Regional Council		September 22	Regional Council
	March 31	Regional Council		September 29	No Scheduled Meeting
<b>April</b>	April 7	No Scheduled Meeting (Easter)	<b>October</b>	October 6	Regional Council
	April 14	Regional Council		October 13	No Scheduled Meeting (Thanksgiving)
	April 21	No Scheduled Meeting		October 20	Regional Council
	April 28	Regional Council		October 27	Regional Council
<b>May</b>	May 5	No Scheduled Meeting	<b>November</b>	November 3	No Scheduled Meeting (UNSM)
	May 12	Regional Council		November 10	Regional Council
	May 19	No Scheduled Meeting		November 17	No Scheduled Meeting
	May 26	Regional Council		November 24	Regional Council
<b>June</b>	June 2	Regional Council	<b>December</b>	December 1	Regional Council
	June 9	No Scheduled Meeting (FCM)		December 8	Regional Council
	June 16	Regional Council		December 15	No Scheduled Meetings
	June 23	Regional Council		December 22	
	June 30	No Scheduled Meeting		December 29	