



P.O. Box 1749
Halifax, Nova Scotia
B3J 3A5 Canada

Item No. 11.4.1
Halifax Regional Council
November 10, 2015

TO: Mayor Savage and Members of Halifax Regional Council
Original Signed

SUBMITTED BY: Mayor Savage, Chair, and Members of the Executive Standing Committee

DATE: November 2, 2015

SUBJECT: 2016 Council Meeting Schedule

ORIGIN

Motion from the November 2, 2015 Executive Standing Committee Meeting.

LEGISLATIVE AUTHORITY

Section 8 of the Terms of Reference of the Executive Standing Committee which directs the Committee to act as a review committee for matters related to the general self-government and administration of the Council as directed by the Council.

RECOMMENDATION

The Executive Standing Committee recommends that Regional Council accept the amended 2016 Halifax Regional Council meeting schedule as set out in Attachment 1 of this report.

BACKGROUND

It has been the practice for Regional Council to adopt a schedule outlining meetings of Regional Council for the forthcoming year. A report dated August 6, 2015 was before the Executive Standing Committee at the November 2, 2015 meeting with a draft schedule for the Committee's consideration and direction. For more information, see the background and discussion sections of the August 6, 2015 report provided in Attachment 3.

DISCUSSION

At the November 2, 2015 meeting of the Executive Standing Committee, members discussed the 2016 Council meeting schedule. The Committee determined to amend the draft schedule such that:

- The meeting on February 9, 2016 be changed to February 16, 2016 to avoid a possible scheduling conflict with the Federation of Canadian Municipalities Sustainability Communities Conference,
- A meeting be added to the schedule on July 19, 2015, and
- A meeting be added to the schedule on December 13, 2015.

The 2016 Council meeting schedule, as amended and recommended by the Executive Standing Committee, is provided as Attachment 1 of this report.

During discussion it was also requested that Committee of the Whole and Budget meetings be referenced on the schedule (provided as Attachment 2) and that all meetings of Regional Council be scheduled to commence at 10am with final meeting time to be confirmed at the approval of the agenda.

FINANCIAL IMPLICATIONS

There are no financial implications to this report.

COMMUNITY ENGAGEMENT

The Executive Standing Committee is comprised of seven duly elected officials. Meetings are held in public unless otherwise indicated and the agenda and materials are posted to the HRM website.

The 2016 meeting schedule for Halifax Regional Council, once adopted, is posted online at Halifax.ca.

ENVIRONMENTAL IMPLICATIONS

No environmental implications identified.

ALTERNATIVES

No alternatives identified. Regional Council may adopt and/or adjust the proposed 2016 Regional Council meeting schedule as Council sees fit.

ATTACHMENTS

Attachment 1 – 2016 Council Meeting Schedule as amended by the Executive Standing Committee
Attachment 2 – 2016-17 Budget and Business Plan – COW Schedule
Attachment 3 – Staff report dated August 6, 2015

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

Report Prepared by: Phoebe Rai, Legislative Assistant 902-490-6732

Attachment 1 – Modified bi-weekly 2016 Council Schedule (REVISED)

2016 HALIFAX REGIONAL COUNCIL SCHEDULE

Meetings of Regional Council are scheduled to commence at 10:00 a.m. with final meeting time to be confirmed at the approval of the agenda.

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

2016-17 Budget and Business Plan - COW Schedule

(Appendix A from Information Report dated August 20, 2015 at the September 22, 2015
Regional Council meeting)

2016-17 Budget and Business Plan – COW Schedule

Subject	COW Target Dates
Revenue and Rate Direction	Tuesday, October 20, 2015
Priority Discussion and Direction	Tuesday, November 10, 2015
Business Unit These are placeholders as the order may change	COW Meeting (weekly) Wednesdays 9:30 am – 4 pm
Capital Budget	Wednesday, Dec 02, 2015
<i>Transit</i>	Wednesday, Dec 09, 2015
<i>Parks & Rec and Library, and (if necessary) Capital return</i>	Wednesday, Jan 06, 2016
<i>Admin Services Bundle and Auditor General (CAO, Legal, HR & FICT)</i>	Wednesday, Jan 13, 2016
<i>Police, Fire and P&D</i>	Wednesday, Jan 20, 2016
<i>TPW and Operations Support</i>	Wednesday, Jan 27, 2016
<i>Fiscal and Consolidated Accounts</i>	Wednesday, Feb 03, 2016
<i>Follow-up date if necessary</i>	Wednesday, Feb 10, 2016
Production and Quality Control Period	Feb 8 – Feb 26
Full Review of Final Budget	Tuesday, March 8, 2016
<i>Follow-up date if necessary</i>	Tuesday March 22, 2016

HALIFAX

P.O. Box 1749
Halifax, Nova Scotia
B3J 3A5 Canada

Item No. 9.1.1
Executive Standing Committee
November 2, 2015

TO: Chair and Members of the Executive Standing Committee

SUBMITTED BY: ORIGINAL SIGNED

Cathy J. Mellett, Municipal Clerk

DATE: August 6, 2015

SUBJECT: 2016 Council Meeting Schedule

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 2016 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 (CAO) 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.

Since 2014, Regional Council has adopted a modified bi-weekly meeting schedule for Regional Council meetings.

The modified bi-weekly schedule provided as Attachment 1 of this report, proposes twenty-three (23) regular meetings and takes into account statutory holidays, March Break, meetings of Federation of Canadian Municipalities (FCM), Union of Nova Scotia Municipalities (UNSM), and the number of meetings provided for in 2015. 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 2016 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.

ALTERNATIVES

The Executive Committee may adopt and/or adjust the proposed 2016 Regional Council meeting schedule as they see fit for recommendation to Halifax Regional Council.

ATTACHMENTS

Attachment 1 – Modified bi-weekly 2016 Council Schedule

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.

Report Prepared by: Laura Lewis, Agenda & Council Coordinator, Office of Municipal Clerk, 902.490.6525

Attachment 1 – Modified bi-weekly 2016 Council Schedule

2016 HALIFAX REGIONAL COUNCIL SCHEDULE

MEETING TIMES ARE TO BE ANNOUNCED

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