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PO Box 1749
Halifax, Nova Scotia
B3J 3A5 Canada

Halifax Regional Council
November 25, 2003

TO: Mayor Kelly and Members of Halifax Regional Council

SUBMITTED BY:

A handwritten signature in black ink, appearing to read "George McLellan", written over a horizontal line.

George McLellan, Chief Administrative Officer

DATE: November 19, 2003

SUBJECT: 2004 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. The proposed meeting schedule for 2004 is now before Council for consideration.

RECOMMENDATION

It is recommended that Council adopt the 2004 Regional Council Meeting Schedule as attached.

BACKGROUND / DISCUSSION

In accordance with Administrative Order Number 1 Section 8 (2), regular Council sessions are held every Tuesday commencing at 6:00 pm. Where there are five Tuesdays in a month, meetings are not scheduled for the fifth Tuesday. This practice is presented for Council's consideration for November 2004, where there are five Tuesdays, hence there is no meeting on the last Tuesday in November.

It has been the practice of Council to recess during March break, four weeks during the summer and two weeks over the holiday season in December. The schedule reflects March 16th as March Break, July 20th to August 10th as summer break, and December 21st and 28th as the Holiday Season. Additionally, to provide sufficient travel time for elected officials to return from attending the Federation of Canadian Municipalities Conference and to ensure sufficient time is allocated to engage in activities surrounding the Union of Nova Scotia Municipalities Conference, meetings have not been scheduled for June 1st and September 21, 2004.

Committee of the Whole

Committee of the Whole meetings may continue to be scheduled as necessary.

BUDGET IMPLICATIONS

There are no budget implications to the recommended course of action.

FINANCIAL MANAGEMENT POLICIES / BUSINESS PLAN

This report complies with the Municipality's Multi-Year Financial Strategy, the approved Operating, Capital and Reserve budgets, policies and procedures regarding withdrawals from the utilization of Capital and Operating reserves, as well as any relevant legislation.

ALTERNATIVES

In keeping with past practice with respect to Council breaks, there are no alternatives being presented at this time.

ATTACHMENTS

Halifax Regional Council Meeting Schedule January to December 2004.

Additional copies of this report, and information on its status, can be obtained by contacting the Office of the Municipal Clerk at 490-4210, or Fax 490-4208.

Report Prepared by: Jan Gibson, Acting Municipal Clerk 490-6483

Report Approved by: Betty Macdonald
Betty Macdonald, Director, Governance & Strategic Initiatives 490-4769

HALIFAX REGIONAL COUNCIL MEETING SCHEDULE JANUARY TO DECEMBER, 2004

MONTH	DAY (TUESDAY)	MEETING	TIME	MONTH	DAY (TUESDAY)	MEETING	TIME
January	Jan 6	Regular Session	6:00 pm	July	July 6	Regular Session	6:00 pm
	Jan 13	Regular Session	6:00 pm		July 13	Regular Session	6:00 pm
	Jan 20	Regular Session	6:00 pm		July 20	Summer Break	
	Jan 27	Regular Session	6:00 pm		July 27		
February	Feb 3	Regular Session	6:00 pm	August	Aug 3		
	Feb 10	Regular Session	6:00 pm		Aug 10		
	Feb 17	Regular Session	6:00 pm		Aug 17	Regular Session	6:00 pm
	Feb 24	Regular Session	6:00 pm		Aug 24	Regular Session	6:00 pm
March	Mar 2	Regular Session	6:00 pm		Aug 31	Regular Session	6:00 pm
	Mar 9	Regular Session	6:00 pm	September	Sept 7	Regular Session	6:00 pm
	Mar 16	March Break			Sept 14	Regular Session	6:00 pm
	Mar 23	Regular Session	6:00 pm		Sept 21	No Meeting (UNSM)	
	Mar 30	Regular Session	6:00 p.m.		Sept 28	Regular Session	6:00 pm
April	April 6	Regular Session	6:00 pm	October	Oct 5	Regular Session	6:00 pm
	April 13	Regular Session	6:00 pm		Oct 12	Regular Session	6:00 pm
	April 20	Regular Session	6:00 pm		Oct 19	Regular Session	6:00 pm
	April 27	Regular Session	6:00 pm		Oct 26	Regular Session	6:00 pm
May	May 4	Regular Session	6:00 pm	November	Nov 2	Regular Session	6:00 pm
	May 11	Regular Session	6:00 pm		Nov 9	Regular Session	6:00 pm
	May 18	Regular Session	6:00 pm		Nov 16	Regular Session	6:00 pm
	May 25	Regular Meeting	6:00 pm		Nov 23	Regular Session	6:00 pm
June	June 1	No Meeting (FCM)			Nov 30	No Meeting (5th Week)	
	June 8	Regular Session	6:00 pm	December	Dec 7	Regular Session	6:00 pm
	June 15	Regular Session	6:00 pm		Dec 14	Regular Session	6:00 pm
	June 22	Regular Session	6:00 pm		Dec 21	Holiday Season	
	June 29	Regular Session	6:00 pm		Dec 28	Holiday Season	

- Note:
- Shadowing denotes no Council Meetings
 - FCM Conference - May 28th - 31st
 - UNSM Conference - September 22nd - 24th