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Item No. 15.1.1
Halifax Regional Council
November 19, 2024

TO: Mayor and Members of Halifax Regional Council
FROM: Cathie O'Toole, Chief Administrative Officer
DATE: September 20, 2024
SUBJECT: **2025 Halifax Regional Council Meeting Schedule**

ORIGIN

Halifax Regional Council must adopt a schedule for meetings of Regional Council for the upcoming year.

EXECUTIVE SUMMARY

An annual schedule for each meeting body is adopted each fall for the upcoming calendar year.

RECOMMENDATION

It is recommended that Halifax Regional Council:

1. Suspend the rules of procedure under Schedule 6, the Executive Standing Committee Terms of Reference, of Administrative Order One, the Procedures of the Council Administrative Order.
2. Adopt the proposed 2025 Regional Council meeting schedule as outlined in Attachment 1 of this report.

BACKGROUND

In accordance with Administrative Order One, Section 8, regular Council sessions are held on those Tuesdays determined by Council at an hour deemed appropriate by the Mayor and Chief Administrative Officer (CAO) jointly. Regularly scheduled meetings of Council may be cancelled with the agreement of the Mayor and CAO. Other meetings of Council may be added with appropriate notice provided it is done in accordance with the Halifax Regional Municipality Charter and Administrative Order One.

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 for Council meetings.

Since 2014, Council has meet bi-weekly. The attached proposed modified bi-weekly schedule proposes 21 regular meetings, 2 if required meetings, and 2 if required public hearing meetings. The purpose of this is to allow for additional meetings for hearings if required and allow for more strategic agenda planning, holding other items for regular meetings where possible and directing public hearings to specific dates.

The proposed schedule considers statutory holidays, March Break, Federation of Canadian Municipalities' Annual Conference, Nova Scotia Federation of Municipalities' Fall Conference, the proposed 2025 Budget Committee schedule and the number of meetings provided for in 2024.

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 Council schedule is used when proposing other Committee meeting dates.

COMMUNITY ENGAGEMENT

The 2025 meeting schedule once adopted, is posted online at Halifax.ca to enable members of the public and media to have access to the meeting schedule.

ENVIRONMENTAL IMPLICATIONS

No environmental implications were identified.

ALTERNATIVES

Amendments to the proposed 2025 Regional Council meeting schedule as outlined in Attachment 1 may be made as required.

LEGISLATIVE AUTHORITY

Administrative Order 1, the *Procedures of the Council Administrative Order* (Administrative Order One), subsection 4(2), and section 8, as follows:

4 (2) Notwithstanding subsection (1), any one or more of the rules of procedures contained herein except for sections 5 and 41 and subsections 12(5) and 59(3) may be suspended by Council, Committee of the Whole, Community Council or a Standing Committee by the affirmative vote of two-thirds (2/3rds) of the Members present and voting

8. The Council shall meet on such Tuesdays determined by Council, and shall be held at such an hour as deemed appropriate by the Mayor and CAO jointly.

Administrative Order One, Schedule 6, Executive Standing Committee - Terms of Reference

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

ATTACHMENTS

Attachment 1 – Proposed modified bi-weekly 2025 Regional Council Schedule

Report Prepared by: Laura Lewis, Deputy Clerk – Council & Committee Services – 902.490.4210

Attachment 1 – Proposed modified bi-weekly 2025 Council Schedule

2025 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 7	No scheduled meeting	July	July 1	No scheduled meeting (Canada Day)
	January 14	Regional Council		July 8	Regional Council
	January 21	No scheduled meeting		July 15	No scheduled meeting
	January 28	Regional Council		July 22	No scheduled meeting
				July 29	No scheduled meeting
February	February 4	No scheduled meeting	August	August 5	Regional Council (if required)
	February 11	Regional Council		August 12	No scheduled meeting
	February 18	No scheduled meeting		August 19	Regional Council
	February 25	Regional Council		August 26	No scheduled meeting
March	March 4	Regional Council (if required)	September	September 2	No scheduled meeting (Labour Day)
	March 11	No scheduled meeting (March Break 10-14)		September 9	Regional Council
	March 18	Regional Council		September 16	No scheduled meeting
	March 25	Regional Council		September 23	Regional Council
				September 30	No scheduled meeting (Truth & Reconciliation Day)
April	April 1	No scheduled meeting	October	October 7	Regional Council
	April 8	Regional Council (Budget Approval)		October 14	No scheduled meeting (Thanksgiving)
	April 15	Regional Council (If required - Budget Approval Contingency Date / Public Hearings)		October 21	Regional Council – 6pm (if required Public Hearings)
	April 22	No scheduled meeting (Easter)		October 28	Regional Council
	April 29	Regional Council			
May	May 6	No scheduled meeting	November	November 4	No scheduled meeting (NSFM Nov 4-7)
	May 13	Regional Council		November 11	No scheduled meeting (Remembrance Day)
	May 20	No scheduled meeting		November 18	Regional Council (Deputy Mayor Selection)
	May 27	Regional Council		November 25	No scheduled meeting
June	June 3	No scheduled meeting (FCM May 29 - June 1)	December	December 2	Regional Council
	June 10	Regional Council		December 9	Regional Council
	June 17	No scheduled meeting		December 16	No scheduled meeting
	June 24	Regional Council		December 23	No scheduled meeting
				December 30	No scheduled meeting

Other Dates:

- January 1 – New Years Day
- February 17 – Heritage Day
- April 18 – Good Friday
- April 21 – Easter Monday
- May 19 – Victoria Day
- July 1 – Canada Day
- August 4 – Natal Day
- September 1 – Labour Day
- September 30 – Truth & Reconciliation Day
- October 13 – Thanksgiving
- November 11 – Remembrance Day
- December 25 – Christmas
- December 26 – Boxing Day