

Committee of the Whole
September 9, 1966
6,

Alderman LeBlanc questioned the need for the appointment of a parking authority and felt that Council should rather pursue the four reports submitted by Staff.

He feared that such an authority, if appointed, might before long find itself in conflict with the City's Traffic Authority. He suggested that before taking action to appoint a parking authority, the City Manager and other appropriate Staff members should meet with the representatives of the various merchant associations to study the Staff reports and the overall parking problem so that any action taken to provide additional facilities is a co-operative effort with the merchants who have been silent on the matter to date.

MOVED by Alderman LeBlanc, seconded by Alderman A. M. Butler, that this council instruct the City Manager to appoint anyone he sees fit to call a meeting with interested persons including the levels of government and representatives of the Nova Scotia Light and Power Company Limited to fully explore the need and to explore all avenues of co-operation to see if we can't expedite a solution to this problem to see to what extent they believe that parking garages are necessary and to what extent private enterprise might be willing to accumulate some funds for such an investment.

His Worship the Mayor said that the various merchant associations have been silent on the matter of parking for the past year or so because they knew that the survey was being made; and they were also hopeful that the result would be the construction of some downtown parking garages, and for these reasons they

Committee of the Whole
September 6, 1966

have not been pressing the City for action until the survey was completed.

His Worship the Mayor pointed out to the Council that the need for downtown parking garages does not arise only out of the need to provide customer spaces for the retail merchants because the economic activity downtown is more sharply canted towards places that are not retail establishments, such as banks, mortgage companies, lawyers and other such offices.

Alderman A. M. Butler suggested that officials of the Nova Scotia Light and Power Company be invited to attend any meeting that may be held with the merchant groups respecting parking.

Alderman Matheson said he would prefer to have private enterprise build and operate parking garages and to have City Council subsidize private enterprise, than to have the City build and operate them, if it were feasible, but he said that in the present situation the degree of subsidization would be so great that it is unfair to ask the taxpayer to subsidize to that degree without having any say in the operation of the institution.

He said that he had been informed that a person who had assembled sufficient land for a parking garage had been unable to get financing for such a project; and, therefore, he said he could not see how private enterprise will be able to supply the demand for parking facilities at the present time, in all areas where they are needed.

MOVED in amendment by Alderman Matheson that Council establish a parking authority with the powers provided for in the

Committee of the Whole
September 6, 1966

City Charter and that at the next session of the Nova Scotia Legislature we seek an amendment to the City Charter to empower the parking authority to build or otherwise acquire parking facilities and to issue bonds to finance construction and operation of such facilities.

After discussion His Worship the Mayor ruled the amended motion out of order.

The motion was then put and resulted in a tie vote, as follows:

For the motion: Aldermen Moir, A. M. Butler, Meagher,
LeBlanc, Connolly, and O'Brien - 6 -

Against it: Aldermen Abbott, Ivany, Matheson, Richard
H. W. Butler and Black - 6 -

His Worship the Mayor cast his vote against the motion and declared the same lost.

MOVED by Alderman Matheson, seconded by Alderman Richard that Council establish a parking authority with the powers authorized by the City Charter; that legislation be sought to empower the said authority to build or otherwise acquire parking facilities and to borrow money to build and operate such facilities and to issue bonds for this purpose; and that City Council appoint an Advisory Committee to advise and consult with the parking authority and/or the City Council until such time as legislation has been approved to carry out the objects of this motion. The motion was put and passed unanimously.

9:05 p.m. Meeting of the Committee of Whole adjourned, and City Council reconvened the same members being present.

Council,
September 6, 1966

REPORT - COMMITTEE OF THE WHOLE RE: PARKING GARAGES

MOVED by Alderman Matheson, seconded by Alderman Richard, that, as recommended by the Committee of the Whole, Council establish a parking authority with the powers authorized by the City Charter; that legislation be sought to empower such authority to build or otherwise acquire parking facilities and to borrow money to build and operate such facilities and to issue bonds for this purpose; and that until such time as legislation has been obtained to carry out the objects of this motion, that an Advisory Committee on Parking be appointed to advise and consult with the Parking Authority and/or the City Council. Motion passed unanimously.

AMENDMENT TO ORDINANCE NO. 106

Alderman O'Brien referred to the large number of person alleged to have been left off the voters' list for the ensuing elections, and he said that it will be inconvenient for many of these people to visit City Hall between the hours of 2:00 p.m. and 5:00 p.m. on the days the Court of Revision will be sitting; and, therefore it will be impossible for such people to have their names added to the list before Election Day.

He asked if the City Solicitor could indicate if there is any way in which it would be possible to arrange to have the Court of Revision sit later than 5:00 p.m. during the week of the sittings of the Court or at any other time that would be effective in terms of affording an opportunity to such persons to have their names added to the voters' list.

Council,
September 6, 1966

His Worship the Mayor pointed out that the hours of the sittings of the Court of Revision are set out in Ordinance No. 106 and can only be changed by Council action at three regular meetings; and he asked the City Solicitor if it is possible for the City Clerk, as Returning Officer to add names to the voters' list other than by the Court of Revision.

The City Solicitor stated that he knew of no Charter provision to make this possible.

MOVED by Alderman O'Brien that the City Solicitor be asked to examine any possible ways that the Court of Revision can legally sit later than 5:00 p.m. in the day (Daylight Saving Time) in order to make it possible for people to appear; and for him to report to the special meeting of City Council to be held on Friday, September 9, 1966.

The motion was seconded by Alderman Richard and passed unanimously.

MODIFICATION OF LOT FRONTAGE - 1730 ROBIE STREET

A report was submitted from the Town Planning Board recommending that the application of Mr. P. J. Andrews for a modification of lot frontage requirements at 1730 Robie Street to permit conversion of the existing single family dwelling to a three-unit apartment building as shown on Drawing No. P200/2128 be approved.

MOVED by Alderman Moir, seconded by Alderman Matheson, that the recommendation of the Town Planning Board be approved. Motion passed.

Council,
September 6, 1966

9:30 p.m. Meeting adjourned.

HEADLINES

Public Hearing Re: Rezoning of Land Southwestern side of
Lady Hammond Road from R-2 to C-2 Zone
Parking Garages
Report - Committee of the Whole Re: Parking Garages
Amendment to Ordinance No. 106
Modification of Lot Frontage - 1730 Robie Street

Matheson, Abbott, A. M. Butler, ...

Also present were Messrs. ...

G. F. West, W. J. Clancy, R. B. ...

B. K. Randall.

C. A. VAUGHAN,
MAYOR AND CHAIRMAN

WJC/bf

The meeting was called ...
following recommendations of the ...
approved by Finance and Executive ...
August 18, 1966, and referred to the ...
at a meeting of City Council held ...

1. That the Senior Management Organizational Chart, Appendix V be approved and adopted.
2. That the position description for the City Manager listed as Appendix I be approved and adopted.
3. That the position description for the City Manager of Finance, listed as Appendix II be approved and adopted.
4. That the Finance Department Organizational Chart, listed as Appendix XI, Exhibit 1 be approved and adopted.
5. That pursuant to the recommendations of the Committee regarding appointment of a City Manager, the City Manager be authorized to recruit a person who be also recommended for that position, the salary range to be fixed at \$12,000-\$14,000 per annum and that the City Manager be authorized to advertise to recruit a suitably qualified applicant within the \$12,000-\$14,000 range.

It was agreed to ...

COMMITTEE OF THE WHOLE COUNCIL

Council Chamber,
City Hall,
Halifax, N. S.,
September 9, 1966,
2:40 p.m.

A meeting of the Committee of the Whole Council was held on the above date.

Those present were His Worship the Mayor, Chairman; Aldermen Moir, Richard, O'Brien, Ivany, H. W. Butler, Meagher, Matheson, Abbott, A. M. Butler, Black, Trainor and LeBlanc.

Also present were Messrs. P. F. C. Byars, D. F. Murphy, G. F. West, W. J. Clancey, R. B. Grant, M. Latham and H. K. Randall.

The meeting was called specially to consider the following recommendations of the Implementation Committee, approved by Finance and Executive Committee at its meeting held August 18, 1966, and referred to the Committee of the Whole at a meeting of City Council held August 25, 1966:

1. That the Senior Management Organizational Chart listed as Appendix V be approved and adopted;
2. That the position description for the position of City Manager listed as Appendix VI be approved and adopted;
3. That the position description for the position of Director of Finance, listed as Appendix XI, be approved and adopted;
4. That the Finance Department Organization Structure listed as Appendix XI, Exhibit I, be approved and adopted;
5. That pursuant to the recommendation of the Consultants respecting appointment of a Personnel and Training Officer, the City Manager be authorized to recruit a suitable person whom he can recommend for that position, the salary range to be fixed at \$12,000-\$15,000 per annum and that the City Manager be directed to endeavour to recruit a suitably qualified appointee within the \$12,000-\$14,000 range.

It was agreed to consider each recommendation separately.

THE CORPORATION OF THE CITY OF HALIFAXPOSITION DESCRIPTION

- A. POSITION: City Manager
- B. REPORTS TO: City Council
- C. DIRECT SUBORDINATES: Department Heads:
1. City Assessor
 2. City Clerk
 3. City Solicitor
 4. Director of Finance
 5. Director of Public Health and Welfare
 6. Director of Public Works
 7. Director of Development
- Staff Positions:
8. Administrative Assistant to the City Manager
 9. Internal Auditor
 10. Personnel and Training Officer
 11. Secretary

D. RELATIONSHIPS:

The City Manager will conduct and be responsible for the following relationships:

1. The City Council

He is responsible to this executive body for the performance of his duties and the conduct of his relationships.

2. Members of the City Council

He will actively promote and maintain co-operation with all members of the Council and keep them informed on civic matters.

When he deems it necessary, the City Manager may consult informally with the City Council. However, this co-operation should not impinge upon or detract from the formal relationships that exist between the members of the Council and their chief executive, His Worship The Mayor.

3. His Worship The Mayor

His Worship the Mayor is the chief executive of the City Council. The City Manager is the chief administrative officer of the city government.

The City Manager reports to the City Council, but not to His Worship The Mayor. Therefore, it is essential that a working relationship of mutual co-operation, understanding, and support is developed between these two senior executives. Unless this mutual rapport exists, the civic organization and the City Council together cannot attain an optimum level of efficiency and effectiveness in the day-to-day operation of the complex affairs of the city. Therefore, the City Manager will:

- a. Seek from His Worship The Mayor his ^{VIEWS}~~NEWS~~ regarding matters to be discussed with or recommended to the Council. However, he will ensure that these discussions do not limit the information presented and thus potentially limit the ability of the Council members to debate the subject.
- b. Seek the co-operation of His Worship The Mayor to assist in obtaining Council approval of improved policies to assist the City Manager to administer City affairs.
- c. Seek the co-operation of His Worship The Mayor to assist in the implementation of matters approved by the City Council where the Council's decision and attitude may require interpretation.
- d. Keep His Worship The Mayor informed of matters of importance related to the civic administration, and be available to provide information and advice to assist him to carry his duties.

4. Other Government and Municipal Executives

He will promote co-operation with appropriate senior officials of other governments and municipalities so as to facilitate interchange of information and ideas.

5. Committees, Commissions and Boards of Management

In addition to his responsibilities to the Standing Committees of Council, he will promote and maintain contact with other Committees, Commissions, and Boards of Management to ensure that city interests are protected at all times.

6. Conventions and Courses

He will attend appropriate conventions and courses in order to improve his knowledge of municipal administration, his managerial ability and the performance of his duties.

7. Professional Associations

He will become a member of appropriate associations and engage in those professional activities as are necessary for the performance of his duties.

E. ^{AL} PRINCIPAL FUNCTIONS:

1. Direct and co-ordinate the civic administration in accordance with the City Charter, the Administrative Orders and other directives of the City Council at the lowest cost possible compatible with the approved level of public service.
2. Develop, recommend and implement plans, policies and procedures for the future operation of the civic administration to improve the efficiency of the civic administration and to improve the services provided to the ratepayers of the City of Halifax.

F. DUTIES AND RESPONSIBILITIES:

The City Manager will be responsible to the City Council and shall have commensurate authority from the Council to perform the following duties in addition to those required by the City Charter, other Statutes, Ordinances and other Administrative Orders.

1. Direct, co-ordinate and administer the day-to-day business activities of all departments of the civic administration, except the Fire and Police Departments, in accordance with the City Charter, the plans, policies and procedures approved by the City Council.
2. Develop, co-ordinate and recommend such changes and modifications to the City Charter, Administrative Orders and other Council Directives, as may be necessary to maintain these directives up-to-date with the changing requirements of the City of Halifax and the administration of the required services to the ratepayers.

3. Appoint a senior member of his staff as Acting City Manager in the event of his absence or illness. As far as possible, rotate this duty among the senior members of his staff who are competent to act in this position so as to improve the flexibility of his organization and overall competence of his staff.
4. Train and develop personnel in appropriate management, supervisory and specialized skills so as to provide them with new or improved skills by which to improve the level of service to the ratepayers.
5. Conduct periodic appraisals of direct subordinates and their work in accordance with established or developed personnel practices approved by the City Council. Recommend action appropriate to the results of the appraisal to the City Council for approval and implementation.
6. Constantly appraise the quality of the work performed under his direction in order to ensure the highest quality of work output by the civic administration. Review methods, practices and procedures and develop methods, practices and procedures to improve the quality of work performed and to reduce the cost of services provided.

G. SPECIFIC EXCEPTIONS:

NONE

H. PERFORMANCE CRITERIA:

The criteria to be used to judge the performance of the City Manager shall include:

1. The ability to co-ordinate the activities of the civic administration.
2. The leadership displayed in managing the affairs of the civic administration.
3. The ability to communicate effectively to Members of the City Council, the civic staff and the public.
4. The completeness, timeliness and scope of recommendations, plans and budgets, presented to the Council and the effectiveness by which they are implemented and maintained.
6. The ability displayed in developing and improving the managerial and technical skills of the civic staff.

e,

1. QUALIFICATIONS:

Preferred:

University graduate with supplementary courses in Municipal Administration or formal management training. Successful experience to a senior executive position with a Canadian City. Proven ability to co-ordinate and administer a large organization performing complex operations. Demonstrated ability to communicate effectively at all levels and to develop plans and policies for effective civic administration.

Acceptable:

A man of experience in positions of increasing responsibility and authority in any business activity. Proven ability to co-ordinate and administer a large organization performing complex operations together with several years' experience in a senior position in Municipal Administration with comprehensive knowledge of municipal and provincial laws.

Committee of the Whole,
September 9, 1966.

Recommendation No. 1

On the suggestion of Alderman A. M. Butler it was agreed to defer action on Recommendation No. 1 until after the other recommendations had been considered.

Recommendation No. 2

A copy of the position description for the position of City Manager, as recommended, is attached to the official copy of these minutes.

D. Relationships:

1. The City Council

Alderman Black suggested that the words "and the conduct of his relationships" be deleted from this paragraph.

2. Members of the City Council

Alderman A. M. Butler suggested that the words "related to the administration" be added after the words "civic matters" in the second line of the first paragraph.

Alderman A. M. Butler also suggested that the words "after consultation with the Mayor" be added between the words "necessary" and "the" in the first line of the second paragraph.

3. His Worship the Mayor

Alderman A. M. Butler suggested that the first sentence in Paragraph 2 should read "The City Manager reports in writing to the City Council, and between meetings, to His Worship the Mayor".

He also suggested that the word "executives" in line four of Paragraph 2 be deleted and the word "officials" be substituted therefor.

Alderman A. M. Butler also objected to Clause "c".

5. Committees, Commissions and Boards of Management

Alderman A. M. Butler suggested that the School Board and Public Service Commission should be excluded from the City Manager's responsibilities as they are independent bodies.

6. Conventions and Courses

Alderman A. M. Butler suggested that the words "with the approval of Council" should be added after the last word in the paragraph.

F. Duties and Responsibilities:

Alderman A. M. Butler was of the opinion that the City Manager should recommend to Council the appointment of a senior member of his staff as Acting City Manager rather than appoint the senior member as set out in Paragraph 3.

His Worship the Mayor pointed out that the City Solicitor had never seen the recommendations before the Committee and he suggested that the matter be deferred to give the City Solicitor an opportunity to examine same.

Alderman Black pointed out that in several instances there is an overlapping between the position description and the provisions in the City Charter relating to the duties of City Manager.

Alderman Matheson said that the position description as set out was not intended to change the law in the City Charter but to outline in one document various job positions.

MOVED by Alderman O'Brien, that the recommendations which the City Solicitor has not seen be referred to him for any advice prior to the Council consideration of them.

There was no seconder to the motion.

The City Solicitor stated that he did not feel there

POSITION DESCRIPTION

5. Conventions and
- A. Position: Director of Finance
- B. Reports to: City Manager
- C. Direct Subordinates:
1. Comptroller
 2. Supervisor - Revenue Division
 3. Supervisor - Disbursements Division
 4. Supervisor - General Accounting Division
 5. Supervisor - Supply Division
 6. Supervisor - Budget and Systems Division
 7. Secretary

D. Relationships:

The Director of Finance will conduct and be responsible for the following relationships:

1. The City Manager

He will be responsible to the City Manager for the performance of his duties and his relationships.

2. Internal Auditor

He will co-operate with the Internal Auditor to ensure the reliability, accuracy and propriety of the work of this department.

3. Other Department Heads

He will co-operate closely with these Department Heads in the day-to-day operation of their departments.

4. Officials of Other Governmental Agencies, Boards and Commissions

He will maintain such close liaisons with appropriate provincial and federal government officials and other municipal officials as are necessary for the performance of his work.

5. Conventions and Other Training Courses

He will attend, when authorized by the City Manager, the annual Municipal Finance Officers Association Convention. He will also attend appropriate academic courses as are necessary to maintain or increase his knowledge of municipal financial operations and general management activities.

6. Professional Associations

He will, when approved by the City Manager, maintain membership in and close contact with the appropriate provincial and national professional associations.

E. Principal Functions:

1. Provide financial advice on civic matters to the City Manager and the City Council.
2. Assist the City Manager in preparation of annual and capital budgets.
3. Supervise budgetary appropriations and record expenditures against authorized accounts.
4. Render accounts, collect and be held accountable for all monies due to the City.
5. Disburse monies for all authorized expenditures and expenses incurred by the civic administration.
6. Control all purchasing activities and operate the civic stores.
7. Maintain the general accounts of the civic administration, the financial data and the issuance of financial and cost reports.

F. Duties and Responsibilities

The Director of Finance will be responsible to the City Manager and have commensurate authority from him to perform the

following duties:

1. Provide financial guidance and advice to the City Council, the City Manager and any other civic body or manager on civic matters.
2. Accept the official titles of City Treasurer and Tax Collector and delegate these responsibilities to members of his staff appropriate to the division of work within the department.
3. Administer and co-ordinate the activities of the department in accordance with established policies, procedures and systems.
4. Develop policies, procedures and regulations governing the entire civic financial system to ensure the accuracy and safe-keeping of the civic finances; co-ordinate this work with the Internal Auditor; seek approval from the City Manager and the City Council for such policies and implement approved action.
5. Specifically, through the Comptroller and Supervisor - Revenue Division, he will perform the following activities:
 - a. Arrange for the billing of all taxes as approved on the tax rolls together with the cost of other services rendered to individuals or corporations which is recoverable from them.
 - b. Receive all monies such as taxes due to the City and deposit them in approved City bank accounts.
 - c. Collect all monies and accounts such as permit fees; rentals; services rendered and/or from other sources, which are legally due to the City. Deposit the receipts in approved City bank accounts.
 - d. Enforce any legal right the City may have in the process of collection of monies and accounts.

- e. Account for and prepare posting summaries of all revenues of the City for the Supervisor - General Accounts Division.
6. Specifically, through the Comptroller and the Supervisor - Disbursements Division, he will perform the following activities:
 - a. Receive, review and edit all transaction documents in support of City expenditures; investigate apparent irregularities concerning these transactions; prepare cheques to pay authorized expenditures; maintain an appropriate cheque register and mail cheques when signed.
 - b. Receive and assemble time reports of salaried and hourly paid civic employees; prepare payroll in accordance with established procedures; maintain an employee earnings and other appropriate records; prepare governmental and statistical reports related to payroll matters.
 - c. Prepare posting summaries of all expenditures by the City for the Supervisor - General Accounts Division.
 7. Specifically, through the Comptroller and the Supervisor - General Accounts Division, he will perform the following activities:
 - a. Receive summary data from the Revenue Division, the Disbursement Division, the Civic Stores and other designated sources; review and edit the information; investigate apparent irregularities and prepare the information for posting to the various general ledger accounts.
 - b. Control posting of all amounts to the general ledger accounts.
 - c. Prepare statements and operating reports as established by the City Manager; review annually the purpose and need for these reports and eliminate those that are unnecessary.

- d. Reconcile the City bank accounts.
 - e. Arrange investments of pension and other trust funds as directed by the Superannuation Committee.
 - f. Negotiate through the purchasing agent, adequate insurance coverage for the corporation assets and activities at the lowest rate comparable to the coverage required.
8. Specifically, through the Supervisor - Supply Division, he will be responsible for the following activities:
- a. Act as the City Purchasing Agent; call tenders; conduct evaluation of tenders; issue purchase orders and ensure delivery on schedule.
 - b. Administer and control the civic stores operation; control issuance of materials; cost the materials issued; provide appropriate reports of material used and conduct periodic inventory counts.
 - c. Develop and implement systems to control excess and obsolete materials; salvage such materials and arrange for their subsequent disposal at the most advantageous price to the City.
 - d. Develop and administer a program to promote standardization of commodities in use by various departments.
 - e. Develop and administer a program to review the standards of commodities purchased to ensure that the quality of goods purchased will satisfy the City's requirements without incurring extra cost.
 - f. Inspect and, if necessary, test delivered goods in order to enforce compliance with the established City specifications.
 - g. Prepare posting summaries related to stores issues, purchases, etc., for the Supervisor - Accounting Division, according to established procedures.

9. Specifically, through the Supervisor - Budget and Systems Division, be responsible for the following activities:
 - a. Assist the various departments in the preparation of their annual expense budgets.
 - b. Co-ordinate the various department budgets into an integrated City budget; assist the City Manager to review and modify the budget before presentation to City Council for authorization.
 - c. Assist the various departments to develop capital cost estimates for projects.
 - d. Co-ordinate the various projected and authorized projects into a perpetual six-year capital expenditure budget so as to indicate the future capital requirements of the Corporation against the maximum capital borrowings that the City can afford.
 - e. Receive, investigate and report all variances from the various authorized budgets and assist other senior civic management personnel to interpret and control these variances.
 - f. Develop and implement all systems and procedures involved in the various financial activities of the City and co-ordinate this work with the requirements of the Internal Auditor.
 - g. Develop and maintain a forms register of all forms in use in the civic administration so as to ensure these are maintained at a minimum number necessary for the effective functioning of the civic activities.
 - h. Develop and implement systems to ensure that City records are retained only as long as is required by law or at the direction of the department head.
10. Arrange short-term investments of cash which is surplus to the immediate needs of the City.

11. Arrange long-term borrowings as authorized by City Council and short-term borrowings up to \$1,000,000 as authorized in writing by the City Manager.
12. Supervise the administration of the City of Halifax Superannuation Plan under the direction of the Retirement Committee.
13. Act as a member of the Sinking Fund Trustees, the Superannuation Advisory Committee and the Retirement Committee.
14. Prepare an annual budget of department expense for the approval of the City Manager and the City Council; ensure that costs do not exceed the authorized budget and are minimized.
15. Develop yearly financial department plans for the approval of the City Manager so that specific measurements of performance related to deadlines, targets and other quantitative data can be applied.
16. Appoint a member of his staff on a rotation basis as Acting Director of Finance to perform his duties in his absence or illness.
17. Appraise periodically, the department staff in accordance with approved personnel procedures; recommend to the City Manager such changes as may be indicated by the appraisal and implement the approved action.
18. In co-operation with the Personnel and Training Officer, recruit, train and develop department staff so as to ensure that authorized positions are filled quickly with competent staff.
19. Constantly appraise the quality of the work performed by the department; develop new or improved policies, procedures and methods so as to improve the efficiency of the department.
20. Delegate the work to various department personnel in such a manner as to ensure continuity of any duty in the event

of sickness or absence of individuals.

21. Perform such other duties as may be defined by the City Manager from time to time.

G. Specific Exceptions:

The Director of Finance will not direct instructions to or receive instructions from Members of the City Council or His Worship the Mayor, but will refer such communications to the City Manager.

I. Performance Criteria:

The criteria used to judge the performance of the Director of Finance shall include:

1. The accuracy, completeness and adequacy of the general accounts
2. The effectiveness of system and procedural improvements introduced to control costs but allow flexibility of operation for the various departments.
3. The number and seriousness of the errors identified by the Internal Auditors.
4. The ability to produce accurate, appropriate and timely financial statements and reports to predetermined schedules.
5. The ability to fill all authorized positions with competent personnel from within the department and the level of personnel turnover.
6. The ability to achieve or surpass the department approved yearly schedule of operation.

J. Qualifications:

Preferred:

A Chartered Accountant and university graduate in business administration or economics, with a minimum of 7 years' progressive experience in handling municipal finances in a Canadian city. Proven ability to administer and co-ordinate the work of a medium sized Financial Department staff.

Acceptable:

A Chartered Accountant with a minimum of 10 years' experience in a senior management position in municipal government, commercial or industrial financial administration covering all aspects of the duties outlined above.

was any necessity to defer. He maintained that any action taken on the position description of the City Manager would be in direct conflict with the existing provisions of the City Charter and would require legislation. He said the Charter provisions would over-ride any motion of Council.

MOVED by Alderman Richard, seconded by Alderman Matheson, that the Position Description for the City Manager as listed as Appendix 6, be adopted, subject to approval as to form by the City Solicitor prior to being reported to Council.

The City Manager pointed out that the position descriptions would be presented in the form of Administrative Orders provided Council approves of the description in principle.

Alderman A. M. Butler felt that the contents of E-4 should be the duties of the Personnel and Training Officer rather than the duties of the City Manager.

MOVED by Alderman Black, seconded by Alderman A. M. Butler, that the Position Description for the City Manager be deferred, pending report from the City Solicitor as to the overlapping and conflicts of the description with the provisions of the City Charter.

The motion to defer was put and passed, nine voting in favor and two against as follows:

For the motion: Aldermen Black, Abbott, Moir, Ivany
Matheson, A. M. Butler, Trainor,
O'Brien and H. W. Butler. - 9 -

Against: Aldermen LeBlanc and Richard ~~10~~ -2-

Recommendation No. 3

A copy of the position description for the position of Director of Finance, as recommended, is attached to the official copy of these minutes.

E. Principal Functions:

Alderman Black pointed out that Section I, Sub-section 9(L) of the City Charter authorized the City Manager to control the purchasing activities and he suggested that the function of the Director of Finance as set out in Paragraph 6 is in conflict with the City Charter.

F. Duties and Responsibilities

MOVED by Alderman Black, seconded by Alderman Matheson, that the first paragraph under this heading, as follows, be deleted:

"The Director of Finance will be responsible to the City Manager and have commensurate authority from him to perform the following duties:"

and the following substituted therefor:

"The Director of Finance shall perform the following duties:"

Motion passed.

Alderman Black pointed out that Paragraphs 8(a) and 8(b) are in conflict with Section 159(L) of the City Charter.

Referring to Paragraph 12, Alderman Black pointed out that the administration of the Superannuation Plan is the duty of the Retirement Committee.

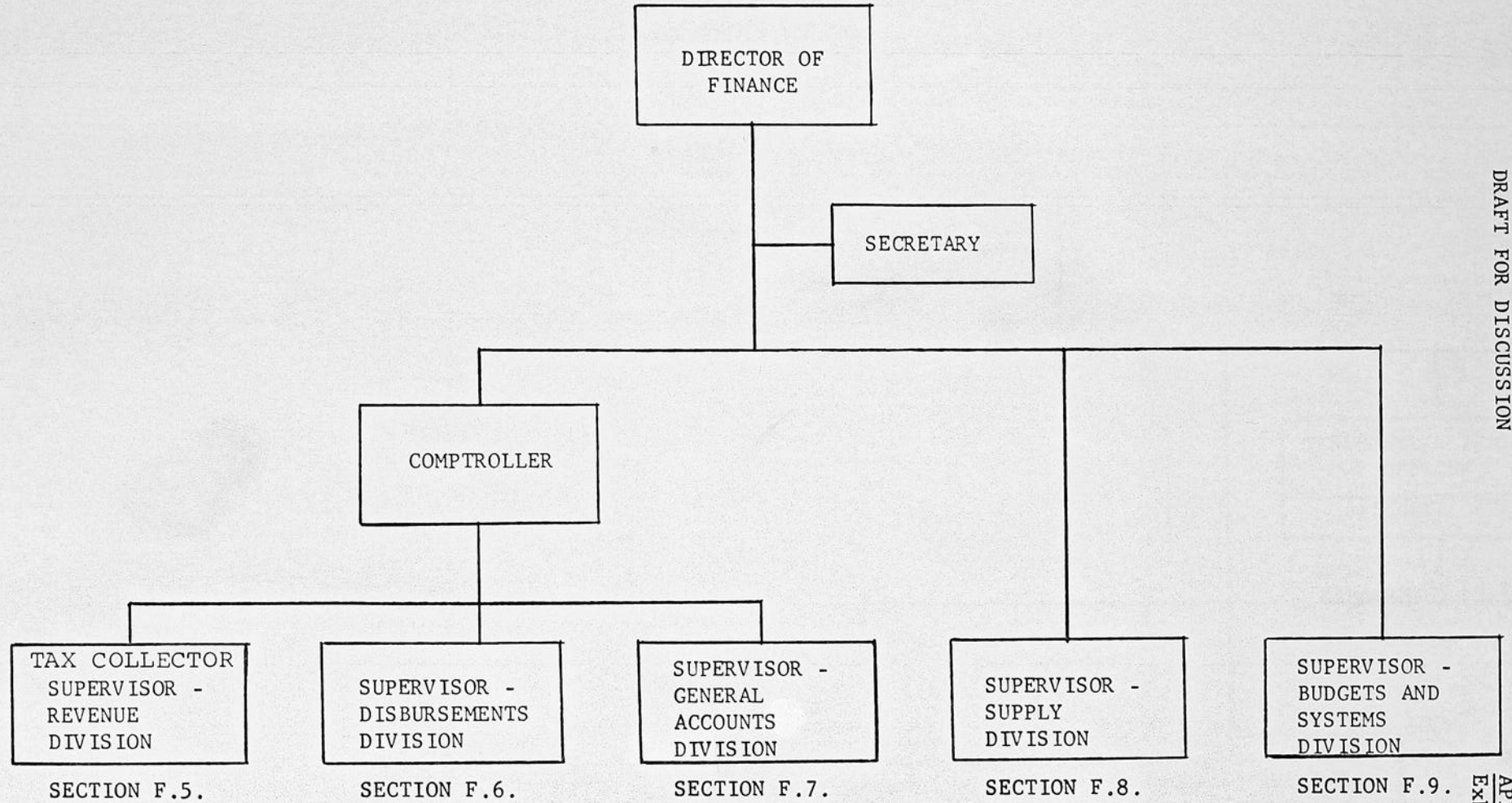
G. Specific Exceptions:

MOVED by Alderman Black, seconded by Alderman Matheson, that the following words be deleted from the paragraph under this heading:

"but will refer such communications to the City Manager."

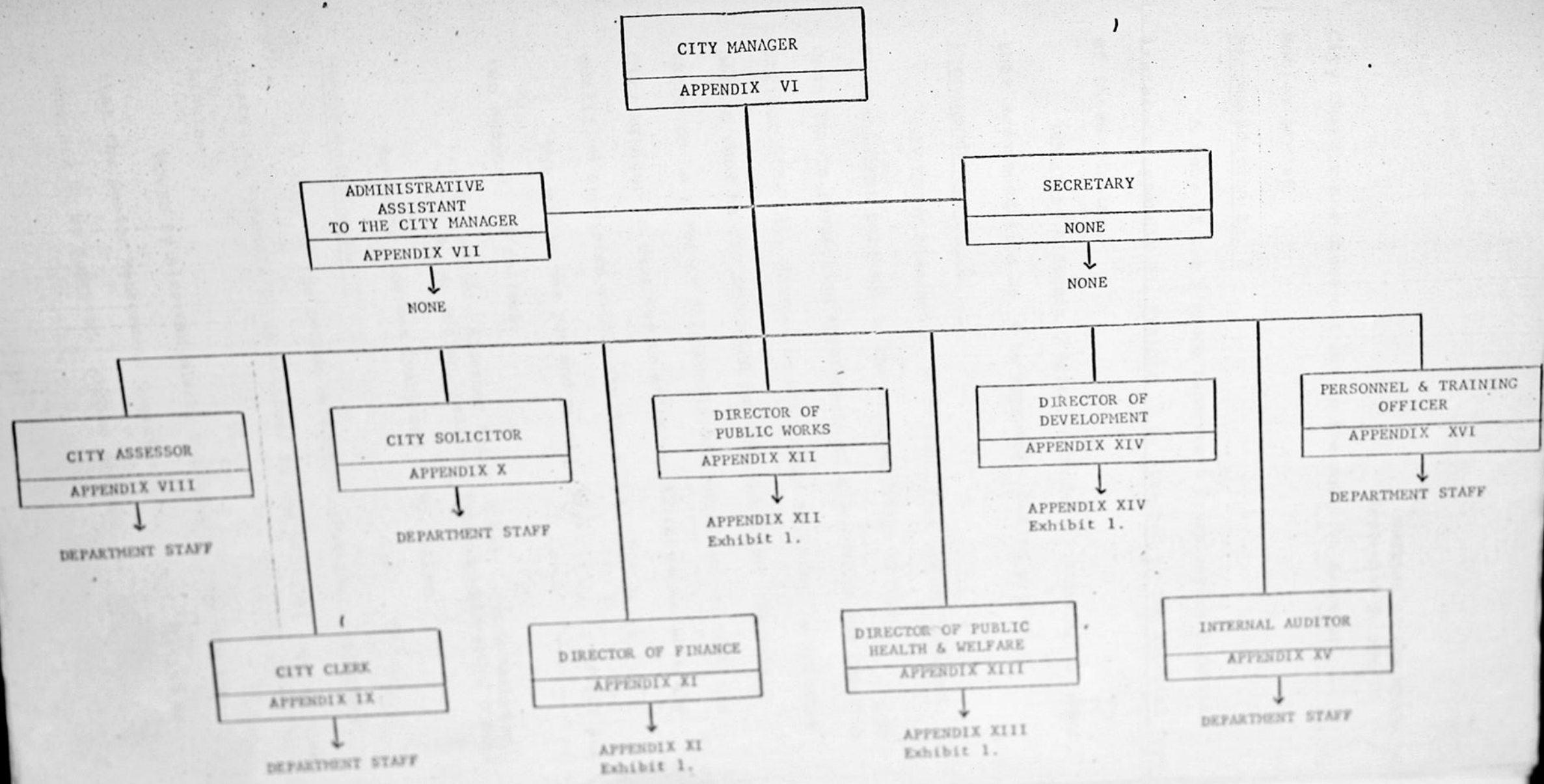
MOVED by Alderman Matheson, seconded by Alderman Richard, that Recommendation No. 3 be approved, subject to any conflict between the duties of the Director of Finance as set out in the

CORPORATION OF THE CITY OF HALIFAX
TENTATIVE ORGANIZATION STRUCTURE
FINANCIAL DEPARTMENT



DRAFT FOR DISCUSSION

APPENDIX XI
Exhibit 1.



City Charter and those set out in the position description.

Motion passed.

Recommendation No. 4

A copy of the Finance Department Organization Structure listed as Appendix XI, Exhibit I, is attached to the official copy of these minutes.

MOVED by Alderman O'Brien, seconded by Alderman Matheson, that Recommendation No. 4 be approved. Motion passed.

Recommendation No. 5

MOVED by Alderman A. M. Butler, seconded by Alderman O'Brien, that pursuant to the recommendation of the Consultants respecting appointment of a Personnel and Training Officer, the City Manager be authorized to recruit a suitable person whom he can recommend for that position, the salary range to be fixed at \$12,000-\$15,000 per annum and that the City Manager be directed to endeavour to recruit a suitably qualified appointee within the \$12,000-\$14,000 range.

The motion was put and passed, nine voting in favour and two against, as follows:

For the motion: Aldermen Black, Abbott, Moir, Matheson, A. M. Butler, LeBlanc, Trainor, Richard & O'Brien

Against: Aldermen Ivany and H. W. Butler.

Recommendation No. 1

A copy of the Senior Management Organizational Chart, listed as Appendix V, is attached to the official copy of these minutes.

MOVED by Alderman Black, seconded by Alderman Abbott, that the Senior Management Organizational Chart, listed as Appendix V, be approved. Motion passed.

Committee of the Whole,
September 9, 1966

Account - Urwick Currie Report

An account of Urwick Currie Limited in the amount of \$1,175 was submitted for authorization of payment.

MOVED by Alderman Moir, seconded by Alderman O'Brien, that an account of Urwick Currie Limited in the amount of \$1,175 for professional services for the month of June Re: Management Training and Development Officer, be authorized for payment. Motion passed.

SITTING HOURS - COURT OF REVISION FOR
CIVIC ELECTIONS

The following report, dated September 8, 1966, was submitted by the City Solicitor:

"At the special meeting of Council held September 6th, the question was asked of the Solicitor whether it would be possible for the Court of Revision to sit, to revise the Voters' Lists, during a couple of evenings not provided for in Ordinance Number 106, respecting the times for holding of the Court of Revision.

Ordinance Number 106 provides in part as follows:

"3. (1) The Court of Revision shall sit for the purpose of revision of the list of voters:

(a) for a general election of the City, on the second Monday in September and on the following four days thereafter in such election year."

Desirable as it may seem to have the Court sit four additional times to facilitate voters whose names do not appear on the election list, unfortunately there is no discretion in the Court to vary the terms of the Ordinance.

In interpreting an Election statute or ordinance, a restrictive approach to interpretation of the statute is used. It is necessary to use a restrictive approach because once having allowed a discretion in the interpretation of an Election statute, it would be extremely difficult to know when the discretion is to be applied.

For example, if it is permissible for the Court of Revision to sit two evenings during the week in which the Court of Revision is authorized to sit, is it also a discretion of the Court to sit the week before, or would it be legal for the Court to sit after the time allowed by the statute.

Under the circumstances, I have come to the conclusion that the requirements of Ordinance 106 are not merely directory but are imperative instructions to the Court of Revision to sit during the appointed times.

The solution to the problem might have been different if the City Charter provided for a discretion in the Revising Officer similar to that found in the Canada Elections Act. Section 5, subsection (2) of the Canada Elections Act reads as follows:

"5. (2) If during the course of any election it transpires that insufficient time has been allowed or insufficient election officers or polling stations have been provided for the execution of any of the purposes of this Act, by reason of the operation of any provision of this Act or of any mistake or miscalculation or of any unforeseen emergency, the Chief Electoral Officer may, notwithstanding anything in this Act, extend the time for doing any act or acts, increase the number of election officers, including revising officers, who shall, however, be appointed by the appropriate ex officio revising officer, who have been appointed for the performance of any duty, or increase the number of polling stations, and generally, the Chief Electoral Officer may adapt the provisions of this Act to the execution of its intent; but in the exercise of this discretion no votes shall be cast before or after the hours fixed in this Act for the opening and closing of the poll."

It is therefore submitted that Council ought to consider a discretion for the Revising Officer under the City Charter, similar to that given to the Chief Electoral Officer under the Canada Elections Act, so that difficulties in the future might be dealt with a greater degree of flexibility.

It is further recommended, of course, that the hours for the sittings of the Court of Revision, in Ordinance No. 106, be amended, so as to be more convenient to the general public."

MOVED by Alderman Matheson, seconded by Alderman Trainor, that the City Solicitor be directed to prepare the necessary amendments to the City Charter and Ordinance No.106 to give effect to the recommendations contained in his report. Motion passed.

Meeting adjourned 4:25 p.m.

HEADLINES

Recommendations Re: Urwick Currie Report	1
Account - Urwick Currie Limited.	7
Sitting Hours - Court of Revision, Civic Elections.	7

Charles A. Vaughan,
MAYOR AND CHAIRMAN.

W. J. Clancey,
Deputy City Clerk.
/hr

ORDER OF BUSINESS

CITY COUNCIL

SEPTEMBER 15, 1966

8:00 p.m.

1. Lord's Prayer.
2. Roll Call.
3. Minutes: August 25, 1966.
4. Approval of Order of Business - Additions or Deletions.
5. Deferred Items:
 - (a) Appointment to Industrial Development Commission.
 - (b) Traffic Signal Control - Willow Tree Intersection
(Awaiting Staff Report).
6. Motions of Reconsideration: NONE.
7. Motion of Rescission: NONE.
8. Public Hearings and Hearings:
 - (a) Public Hearing Re: Rezoning Land 6140-46 Coburg Road
From R-3 Zone to Park and Institutional Zone.
9. Petitions and Delegations:
 - (a) Mr. Murray Warrington - Request to
Address Council Re: Item 10(i)
10. Report - Finance and Executive Committee:
 - (a) Termination of Lease - Marden Wild of Canada Limited.
 - (b) Request - Centennial Properties Limited - Spring Garden South
Redevelopment Area.
 - (c) Lease - Henry's Heating and Sheet Metal Limited.
 - (d) Property Acquisition - 2415-17 Brunswick Street.
 - (e) Halifax Housing Authority - Financial Statements.
 - (f) Heating Plant - Mulgrave Park Housing Project.
 - (g) Management Agreement - Uniacke Square Housing Project - Phase I.
 - (h) Request for Housing Study by Halifax Housing Authority.
 - (i) Expropriation - 2369 Maitland Street.
 - (j) Payment of Compensation for Expropriation - 2289-2323 Gottingen St.
 - (k) Claim - Stillman F. Barnard Re: Tavern Occupancy Permit.
 - (l) Presentation to Retired Civic Employees.
 - (m) Report - City Solicitor Re: Performance Deposit.
 - (n) Poll Tax Cancellation Cost.
 - (o) Bond Issue.
 - (p) Permission to Expend in Excess of \$1000.
 - (q) Halifax Mental Hospital - Accounting.
 - (r) Resolution Re: Bridges.
 - (s) Site - Lane Memorial Hospital.
 - (t) Planning - Lane Memorial Hospital.
 - (u) Report - Sub-Committee on Africville:
 - (i) Progress Report - Relocation Program
 - (ii) Acquisition - Property No. 119
 - (iii) Acquisition - Property No. 135
 - (iv) Acquisition - Property No. 57A
 - (v) Appointment - Rev. Mr. W. Bryant
 - (v) Revised Land Lease - Halifax Senior Citizens' Housing
Corporation Limited.
 - (w) Additional Capital Funds - Improvements - North Common.
 - (x) Additional Capital Funds - Storm Sewers - Vernon and Watt Streets.
 - (y) Formal Resolution - Purchase of Land - Gottingen Street Between
Rainnie Drive and Cogswell Street.