

**East Community Council  
December 6, 2012**

**TO:** Chair and Members of East Community Council

**Original signed**

**SUBMITTED BY:** \_\_\_\_\_  
Cathy J. Mellett, Municipal Clerk

**DATE:** November 23, 2012

**SUBJECT:** New Community Council Structure – Administrative Matters

**ORIGIN**

October 9, 2012 – Motion of Regional Council that dissolved the existing Community Council structure effective November 5, 2012 as a result of the reduction in the number of polling districts.

November 13, 2012 – Notice of Motion to establish a revised Community Council structure.

November 27, 2012 – Motion of Regional Council to approve a Central/East/West Community Council structure.

**RECOMMENDATION**

It is recommended that East Community Council approve the following administrative direction for the operation of East Community Council:

1. To set a standard meeting start time of 6pm for regular meetings of East Community Council.
2. That the proposed schedule of Community Council meetings which includes a set monthly meeting date and a date for an additional meeting per month (as/if required)
3. That the regular monthly meeting be held at fixed location and any additional meetings required due to public hearings be held at a location within the community that facilitates public access

## **BACKGROUND**

In order to facilitate the administrative matters related to the new Community Councils Clerk's Office staff have put forward this report for members of the new East, West & Central Community Councils for consideration and direction.

## **DISCUSSION**

### **Community Council Meeting Times, Dates, Locations**

#### **Meeting Dates**

It is anticipated that, due to the size and nature of the work of Community Councils that one monthly meeting may not be sufficient to allow for public hearings and other matters to be addressed by Community Councils. In the interest of transparency, and in order to enable members of Community Council, staff and the public to appropriately plan, it is recommended that Community Council adopt a schedule (as proposed in Attachment 1 of this report) that provides for a set monthly meeting date and a date for an additional meeting per month which would be held if required. Notice, including the agenda items to be considered, would be provided at the regular monthly Community Council meeting for direction regarding holding the additional meeting or for providing notice of cancellation.

#### **Meeting Times**

Staff are proposing that the regular meetings of the three Community Councils commence at 6:00 pm. Having one commencement time for all three Community Councils would assist in creating consistency and clarity for members of the public who may wish to attend Community Council meetings.

Should it be required in special circumstances, such as First Reading (initiation) or notice of motions, special meetings of Community Council may be called in accordance with the notice requirements of HRM Charter and Administrative Order Number 48 at a time as deemed appropriate to the members of the Community Council.

#### **Meeting Locations**

Determining meeting locations in the large areas provided for in the new Community Council structure will prove challenging. Staff are proposing that the regular monthly meeting of the Community Council be held in a set location to provide for the accessibility and support requirements for the Community Council and members of the public. It is recommended that the Dartmouth Council Chamber be used as the set meeting location for East Community Council, because of its central location to four of the five East Community Council polling districts, its familiarity with the public and the equipment and set up already in place.

Recognizing the importance of supporting a Community Council structure that “serves as a connection between local communities and municipal government” the alternate monthly meetings and public hearings dates will be scheduled for community locations as provided for in Attachment 2 of this report.

In addition, the Office of the Municipal Clerk has put in a formal request to HRM’s ICT services to vigorously investigate and provide options for the provision of web casting services for up to 10 meetings of each Community Council annually. Feasibility, scheduling and costs will be submitted in the 2013/2014 budget process.

### **Status Sheets**

The purpose of the Status sheet, as adopted by the previous Community Councils, was to track requests for updates on items of interest or concern to the Community Council Staff have reviewed the Status Sheets from the previous six Community Councils and divided the items according to the new Community Council boundaries. Attachment C of this report is a proposed Status Sheet for the new East Community Council. Items have been recommended for removal from the Status Sheet, either because they are outdated, or because the role of Community Council in a particular item has been completed.

Staff are seeking direction in regard to the approval of the Status Sheet to be carried forward by the (Central/East/West) Community Council

### **BUDGET IMPLICATIONS**

It is anticipated that cost increases will be minimal and can be absorbed within the current operating budget.

### **FINANCIAL MANAGEMENT POLICIES / BUSINESS PLAN**

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

### **COMMUNITY ENGAGEMENT**

As stated in the November 14, 2012 ‘Creation of Community Councils’ report to Regional Council, “Community Councils serve as a connection between local communities and municipal government throughout HRM.” Creating clear and consistent Community Council processes and procedure is in the best interests of the residents of these local communities, which is the attempt of this report.

**ENVIRONMENTAL IMPLICATIONS**

None identified.

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**ALTERNATIVES**

Community Council may choose to amend or propose alternatives to any of the recommendations set out on page 1 of this report.

**ATTACHMENTS**

Attachment 1 – Proposed 2013 Schedule of the (Central/East/West) Community Council

Attachment 2- List of proposed East Community Council meeting locations.

Attachment 3 – Proposed East Status Sheet

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A copy of this report can be obtained online at <http://www.halifax.ca/commcoun/cc.html> then choose the appropriate Community Council and meeting date, or by contacting the Office of the Municipal Clerk at 490-4210, or Fax 490-4208.

Report Prepared by: Cathy Mellett, Municipal Clerk & Jennifer Weagle, Legislative Assistant, 490-6517

**Original signed**

Report Approved by: Sherryl Murphy, Deputy Clerk

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REVISED

**2013 EAST COMMUNITY COUNCIL SCHEDULE**  
 REGULAR MEETINGS TAKE PLACE ON THURSDAYS AT 6:00 P.M.

MONTH	DATE	MEETING	MONTH	DATE	MEETING
<b>January</b>	January 3		<b>July</b>	<b>July 4</b>	No scheduled meeting (Council break)
	<b>January 10</b>	<b>East Community Council</b>		July 11	
	January 17			<b>July 18</b>	No scheduled meeting (Council break)
	<b>January 24</b> (optional if required)	<b>East Community Council</b>		July 25	
	January 31		<b>August</b>	August 1	
<b>February</b>	<b>February 7</b>	<b>East Community Council</b>		<b>August 8</b>	<b>East Community Council</b>
	February 14	(No Scheduled Meeting (FSM))		August 15	
	<b>February 21</b> (optional if required)	<b>East Community Council</b>		<b>August 22</b>	No scheduled meeting (Council break)
	February 28			August 29	
<b>March</b>	<b>March 7</b>	<b>East Community Council</b>	<b>September</b>	<b>September 5</b>	No scheduled meeting (Council break)
	March 14			September 12	
	<b>March 21</b> (optional if required)	<b>East Community Council</b>		<b>September 19</b>	<b>East Community Council</b>
	March 28			September 26	
<b>April</b>	<b>April 4</b>	<b>East Community Council</b>	<b>October</b>	<b>October 3</b>	<b>East Community Council</b>
	April 11			October 10	
	<b>April 18</b> (optional if required)	<b>East Community Council</b>		<b>October 17</b> (optional if required)	<b>East Community Council</b>
	April 25			October 24	
<b>May</b>	<b>May 2</b>	<b>East Community Council</b>		October 31	
	May 9		<b>November</b>	November 7	No Scheduled Meeting (UNSM)
	<b>May 16</b> (optional if required)	<b>East Community Council</b>		<b>November 14</b>	<b>East Community Council</b>
	May 23			November 21	
	May 30	No Scheduled Meeting (FSM)		<b>November 28</b> (optional if required)	<b>East Community Council</b>
<b>June</b>	<b>June 6</b>	<b>East Community Council</b>	<b>December</b>	December 5	
	June 13			<b>December 12</b>	<b>East Community Council</b>
	<b>June 20</b> (optional if required)	<b>East Community Council</b>		December 19	No Scheduled Meeting (Council break)
	June 27			December 26	No Scheduled Meeting (Council break)

## East Community Council – Potential Meeting Locations

Preference	Facility	Address
	Dartmouth Council Chamber	90 Alderney Drive, Dartmouth (lower level, rear, waterside entrance)
	Eastern Shore Community Centre	67 Park Road, Musquodoboit Harbour
	Henry Bauld Centre	35 Wilfred Jackson Way, Hwy. 7, Dartmouth
	Lawrencetown Community Centre	3657 Lawrencetown Road, Lawrencetown
	Lake Echo Community Centre	3168 Highway 7, Lake Echo
	Ostrea Lake-Pleasant Point Fire Department Hall	1765 Ostrea Lake Road, Ostrea Lake
	Oyster Pond & Area Volunteer Fire Department	51 Old Trunk Road, Oyster Pond
	Porters Lake Community Centre	4693 Highway 7, Porters Lake
	Porters Lake Elementary School	40 Inspiration Drive, Porters Lake
	Sheet Harbour Lions Centre	183 Pool Road, Sheet Harbour
	Ship Harbour Community Hall	214 West Ship Harbour Road, Ship Harbour
	St. Mark's Anglican Church	74 Myra Road, Porters Lake
	St. John's Anglican Church Hall	1215 Main Street (corner of Lake Major Rd. & #7 Hwy.