

ADMINISTRATIVE STANDING COMMITTEE  
MINUTES

March 28, 2011

PRESENT: Mayor Peter Kelly, Chair  
Deputy Mayor Jim Smith  
Councillor Reg Rankin  
Councillor Russell Walker  
Councillor Dawn Sloane  
Councillor Brad Johns  
Councillor Linda Mosher  
Councillor Steve Streach  
Councillor Bill Karsten

STAFF: Mr. Richard Butts, Chief Administrative Officer  
Ms. Cathy Mellett, Municipal Clerk  
Ms. Shawnee Gregory, Legislative Assistant

TABLE OF CONTENTS

1.	CALL TO ORDER.....	3
2.	APPROVAL OF MINUTES – January 24, 2011.....	3
3.	APPROVAL OF THE ORDER OF BUSINESS AND APPROVAL OF ADDITIONS AND DELETIONS.....	3
4.	BUSINESS ARISING OUT OF THE MINUTES .....	3
	4.1 Review of Revised Terms of Reference.....	3
	4.2 Review of Administrative Order 1 (Previously Distributed).....	3
	4.3 Implementation of Code of Ethics .....	3
5.	CONSIDERATION OF DEFERRED BUSINESS – NONE.....	5
6.	CORRESPONDENCE, PETITIONS & DELEGATIONS - NONE.....	5
7.	REPORTS/PRESENTATIONS .....	5
	7.1 Staff Reports - None .....	5
	7.2 Standing Committee Reports.....	5
	7.2.1 Corporate Sustainability Filter - Environment and Sustainability Standing Committee.....	5
8.	ADDED ITEMS - NONE .....	5
9.	NEXT MEETING DATE – April 18, 2011 .....	5
10.	ADJOURNMENT .....	5

**1. CALL TO ORDER**

May Kelly called the meeting to order at 2:33 p.m. in the Council Chamber, City Hall.

**2. APPROVAL OF MINUTES – January 24, 2011**

**MOVED by Councillor Karsten, seconded by Councillor Walker that the minutes of January 24, 2011 be approved as presented. MOTION PUT AND PASSED.**

**3. APPROVAL OF THE ORDER OF BUSINESS AND APPROVAL OF ADDITIONS AND DELETIONS**

**MOVED by Councillor Sloane, seconded by Councillor Johns that the agenda be accepted as presented. MOTION PUT AND PASSED.**

**4. BUSINESS ARISING OUT OF THE MINUTES**

**4.1 Review of Revised Terms of Reference**

The draft Revised Terms of Reference was before the Committee.

**MOVED by Councillor Rankin, seconded by Councillor Sloane that the Administrative Standing Committee approve the Revised Terms of Reference as presented. MOTION PUT AND PASSED.**

**4.2 Review of Administrative Order 1 (Previously Distributed)**

A presentation was submitted.

Mayor Kelly asked if the Committee required further time for review in order to move forward.

As a result of the Committee's discussion, it was agreed that that staff continue the process of revising the Administrative Order 1 document, with suggestions from the Committee, and that the item be addressed once again in two months time.

**4.3 Implementation of Code of Ethics**

A draft report dated December 30, 2010 was before the Committee.

Ms. Cathy Mellett, Municipal Clerk, provided the presentation on the Implementation of the Code of Ethics.

**MOVED by Councillor Streach, seconded by Councillor Mosher that the Administrative Standing Committee provide staff with direction to proceed with the final draft of the report to Regional Council in regard to implementation of the Code of Conduct for Elected Officials that:**

- **Sets a time frame for execution of the Statement of Commitment by members of Regional Council**
- **Adopt a third party Integrity Commissioner as required to deal with issues further to this policy**
- **That includes a process for bringing forward allegations of infractions by Elected Officials be available to both members of Council and HRM staff**
- **That HRM reaffirm support for UNSM to bring forward amendments to implement sanctions for elected officials in the MGA.**

Discussion on the motion ensued with staff responding to questions.

Mr. Richard Butts, Chief Administrative Officer, advised that Integrity Commissioners act as a sounding board for issues in order to allow one to act with confidence; noting that they help solve both punitive and preventative issues. He stated that while Council did require a third party, they would still have to make a decision based on that Commissioner's findings.

Councillor Walker emphasized the need for the Code of Conduct to have defined penalties for misconduct which would require agreement from the Province via an amendment to the Municipal Government Act.

Councillor Johns expressed concern regarding the recommendation that signing the Code of Conduct be mandatory; noting that it would be prudent for the Committee to review the draft document with legal staff to ensure they understand the implications prior to bringing a recommendation to Council.

Councillor Sloane suggested approval of the motion as presented and then to strike a sub committee to work with staff to further review the Code of Conduct

**MOVED by Councillor Johns, seconded by Councillor Sloane that this matter be deferred for one month to allow for the creation of a sub committee to further review the Code of Conduct.**

Discussion on the deferral ensued.

Councillor Walker indicated that he would not support the deferral as the document was already adopted by Council and only required decision on implementation; noting that 40 out of 55 Nova Scotia municipalities had already accepted the document.

It was noted that the report was scheduled to go to Council in December 2010; however, when the Standing Committees were struck it was slated to go to the Administrative Standing Committee as per the Committee's terms of reference.

As it was approaching the end of the scheduled meeting time, the following motion was passed:

**MOVED by Councillor Streach, seconded by Councillor Sloane that the meeting end at 4:00 p.m. MOTION PUT AND PASSED.**

A vote was taken on the deferral:

**MOTION DEFEATED.**

A vote was taken on the main motion:

**MOTION PUT AND PASSED.**

5. **CONSIDERATION OF DEFERRED BUSINESS – NONE**
6. **CORRESPONDENCE, PETITIONS & DELEGATIONS - NONE**
7. **REPORTS/PRESENTATIONS**
  - 7.1 **Staff Reports - None**
  - 7.2 **Standing Committee Reports**
    - 7.2.1 **Corporate Sustainability Filter - Environment and Sustainability Standing Committee**

This item was deferred due to lack of time.

8. **ADDED ITEMS - NONE**
9. **NEXT MEETING DATE – April 18, 2011**
10. **ADJOURNMENT**

The meeting was adjourned at 4:01 p.m.

Shawnee Gregory  
Legislative Assistant