



PO Box 1749  
Halifax, Nova Scotia  
B3J 3A5, Canada

**Item No. 8**  
**Halifax Regional Council**  
**August 17, 2010**

**TO:** Mayor Kelly and Members of Halifax Regional Council

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

**DATE:** August 6, 2010

**SUBJECT:** Added Items - Regional Council  
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### **INFORMATION REPORT**

#### **ORIGIN**

The request of Councillor Fisher, at Regional Council August 3, 2010, for a report regarding the appropriate way to add items to the Council Agenda.

#### **BACKGROUND**

Administrative Order Number One (A. O. - 1), as adopted by Regional Council April 2, 1996 and as subsequently amended, forms the basis for procedural matters related to Council.

## **DISCUSSION**

The procedures for Members of Council to add items to the Council agenda are outlined in Administrative Order Number One (A.O. - 1) Section 22, *Order of Proceedings*. Administrative Order Number One is not intended to hamper the debate or deliberation of Council but to provide the structure that enables Council to consider items before them in a deliberate and informed manner.

An item may be added to an agenda by a Member of Council in any of three (3) ways outlined in A.O.-1, Section 22 (Appendix A).

Section 22 clause (4) provides that an item will be added by right when a written request is received by the Clerk by noon on the Thursday prior to Council.

Section 22 clause (5) provides that an item may be added by request, for review by CAO and Mayor, by noon on the Monday prior to Council. Information reports may also be brought forward to the Council agenda in this manner.

Section 22, clause (6) provides that the request provides a written explanation of the item to be added, reason for adding the item and any motion to be considered by Council. Attention to this section assists in providing the information necessary to allow Council to be properly informed about the items coming before them, as well as to provide staff with the proper notice so they can a) be present and b) address questions that may arise from the added item. The Clerk's Office provides a standard form (Appendix B) for submissions and adheres closely to the procedures as outlined.

Section 22 clause (7) allows for an item to be added by a Member from the floor at meeting of Council with a two-thirds vote of Council. Generally, the intent of this clause is to allow a means by which time sensitive items may be added to the Council agenda.

In addition, an item may be added to the agenda through use of a Notice of Motion, as outlined in A.O.- 1 Section 48 *Notice of Motion* (Appendix C). Notice of Motions are provided for in each Council agenda and the motion is placed on the agenda for the next meeting of Council. Use of a Notice of Motion also serves to provide notice to Council and Administration of the nature of the matter to be considered by Council.

**BUDGET IMPLICATIONS**

None

**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**

Not applicable

**ATTACHMENTS**

Appendix A - Administrative Order One, Section 22

Appendix B - Councillor Request Form

Appendix C - Administrative Order One, Section 48

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

Report Prepared by: Cathy J. Mellett, Municipal Clerk, 490-6456 or [melletc@halifax.ca](mailto:melletc@halifax.ca)

## **Appendix A - Administrative Order One, Section 22**

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### **Order of Proceedings**

22. (1) The Clerk shall have prepared and printed the agenda of Council together with copies of all reports or communications to be dealt with at each regular meeting of Council under the following headings:

- a) Invocation
  - special community announcements and acknowledgments
- c) minutes of the previous meeting; including correction of errors and omissions;
- d) approval of the listed order of business and approval of any additions thereto or deletions therefrom;
- e) business arising out of minutes unless dealt with elsewhere;
- f) motions of reconsideration;
- g) motions of rescission;
- h) consideration of deferred business;
- i) public hearings (when required)
- j) correspondence, petitions and delegations;
- k) reports from:
  - i) staff;
  - ii) standing committees of council;
  - iii) committees other than standing committees;
  - iv) members of Council.
- l) motions;
- m) added items;
- n) notices of motion;
- o) adjournment.

(2) The sequence established in the foregoing paragraph shall apply unless

otherwise determined by a vote of two-thirds of the members present and the vote upon a matter of priority of Council business shall be decided without debate.

(3) The Clerk shall also have prepared an Information Agenda with copies of all reports or communications to be provided to Council only for its information. The Agenda shall indicate the source of the item, the date received. No anonymous item shall be included in the Agenda.

(4) Where a member of Council wishes to have an item placed on the Council agenda, the member shall submit the request in writing to the office of the Municipal Clerk no later than 12:00 noon on the Thursday prior to the Council meeting at which the item is to be considered, whereupon the Clerk shall cause the item to be added to the agenda.

(5) Where a member of Council wishes to have an item placed on the Council agenda following the deadline prescribed by subsection (4), the member shall submit the request in writing to the Mayor and the Chief Administrative Officer by noon on the Monday immediately preceding the Council meeting, whereupon the Mayor and the Chief Administrative Officer shall review the request and decide whether or not to place the item on the agenda.

(6) The request required to be submitted pursuant to subsections (4) and (5) shall include an explanation of the item and the reasons for making it as well as a copy of the resolution which Council will be requested to consider.

(7) The Council shall not consider any matter not listed on the Agenda or added to the Agenda pursuant to subsection (5), unless the matter has been added to the Agenda with approval to such addition given by a two-thirds majority vote of the members present, duly recorded in the minutes.

(8) Where a member of Council has an issue concerning staff, either individually or collectively, the issue shall not be added to the agenda of a Regular Council meeting until the Council member has discussed the issue with the Chief Administrative Officer and the matter has been discussed at an In Camera Session of Council.

## Appendix B - Councillor Request Form



### Request for Council's Consideration

☐ **Included on Agenda**

(Submitted to Municipal  
Clerk's Office by Noon  
Thursday)

☐ **Added Item**

(Submitted to Municipal  
Clerk's Office by Noon  
Monday)

☐ **Request from the Floor**

**Date of Council Meeting:**

**Subject:**

**Motion for Council to Consider:**

**Reason:**

**Outcome Sought:**

Councillor (*Name*)

District (*Number*)

## **Appendix C - Administrative Order One, Section 48**

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### **Notice of Motion**

48. (1) A Notice of Motion shall:
- a) be in writing;
  - b) include the name of the mover;
  - c) be received by the Clerk at a regular meeting of the Council; and
  - d) be printed in full in the agenda for the next regular meeting and each successive meeting of Council until considered or otherwise disposed of.
- (2) When a member's motion has been called at two successive Council meetings and not proceeded with, it shall be deemed to have been withdrawn and be dropped from the agenda unless Council then otherwise decides.
- (3) The mover may withdraw a Notice of Motion at any time prior to the commencement of debate thereon.