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Peninsula Community Council
February 9, 2009

TO: Chair and Members of Peninsula Community Council

SUBMITTED BY: *Original signed by:*

Sheilagh Edmonds, Legislative Assistant

DATE: December 9, 2008

SUBJECT: **2009 Peninsula Community Council Meeting Schedule - Alternate Meeting Dates for Easter and Thanksgiving Holidays**

ORIGIN

December 8, 2008 meeting of Peninsula Community Council

RECOMMENDATION

That Peninsula Community Council approve the attached meeting schedule for 2009 as outlined in Attachment 'A'.

BACKGROUND

At the December 8, 2008 meeting of Peninsula Community Council, Community Council approved the 2009 meeting schedule as outlined in a memorandum from the Legislative Assistant. The memo noted that in accordance with Community Council's Rules of Procedure, any regular meeting falling on a holiday would not be held. Since Easter Monday and Thanksgiving fall on Community Council's regular meeting dates, it was suggested that Community Council may want to consider rescheduling these meetings.

DISCUSSION

As outlined in Section 3 (1) of Peninsula Community Council's Rules of Procedure, Peninsula Community Council shall hold 10 regular meetings each year and they will be held the second Monday of each month. The Rules of Procedure state that there will be no July or August meeting, and if a meeting falls on a holiday the regular meeting shall not be held.

In 2009 the Easter Monday holiday and the Thanksgiving holiday fall on the second Monday of April and October, respectively. Given that Community Council will generally have regular agenda items coming forward from staff during these months, it may be best to schedule meeting dates for these months, rather than forego a meeting altogether. By scheduling meeting dates for April and October it will possibly prevent a backlog of agenda items on the following month's agenda. If for some reason there are a lack of agenda items, Community Council always has the ability to cancel a regular meeting, as outlined in the Rules of Procedure.

BUDGET IMPLICATIONS

None associated with this report.

FINANCIAL MANAGEMENT POLICIES / BUSINESS PLAN

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

ALTERNATIVES

Community Council could maintain the status quo regarding the 2009 meeting schedule as outlined in its Rules of Procedures. This is not recommended.

ATTACHMENTS

Attachment "A": 2009 Meeting Schedule Revised
Attachment "B": Peninsula Community Council Rules of Procedure

A copy of this report can be obtained online at <http://www.halifax.ca/council/agendasc/agenda.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: Sheilagh Edmonds, Legislative Assistant

Peninsula Community Council

2009 Meeting Schedule

January 12, 2009

February 9, 2009

March 9, 2009

*April 6, 2009

May 11, 2009

June 8, 2009

September 14, 2009

*October 5, 2009

November 9, 2009

December 14, 2009

*Revised dates (1st Monday of the month instead of the 2nd Monday of the month).

BE IT RESOLVED that the following be adopted by the Peninsula Community Council as its Rules of Procedure and that when and if the same are adopted, the Secretary of the Community Council be instructed to file a certified copy hereof with the Clerk of the Municipal Council.

December 10, 2001

**PENINSULA COMMUNITY COUNCIL
RULES OF PROCEDURE**

DEFINITIONS:

1. In this resolution,
 - (a) "Community Council" means the Peninsula Community Council consisting of the members of the Halifax Regional Council elected in polling district 11, Halifax North End, polling district 12, Halifax Downtown, polling district 13, Northwest Arm-South End, and polling district 14, Connaught-Quinpool.
 - (b) "Member" means a member of a Community Council.
 - (c) "Chair" means the Chair of the Community Council.
 - (d) "Vice-Chair" means the Vice-Chair of Community Council.

CHAIR:

2. (1) The Community Council shall annually elect a Chair and Vice-Chair from among its members in accordance with the requirements of the *Municipal Government Act*. A Vice-Chair shall be initially elected at the meeting on December 10, 2001.
 - (2) The Chair shall preside at all meetings of the Community Council.
 - (3) In the absence of the Chair, the Vice-Chair shall preside.
 - (4) In the absence of the Chair and Vice-Chair, a Chair shall be appointed from the members present.

MEETINGS:

3. (1) There shall be ten (10) regular meetings of the Community Council in each year to be held on the second Monday in each month, except during the months of July and August and except that if the second Monday shall fall on a holiday, that regular meeting shall not be held. The Community Council may, by resolution, establish a summer meeting schedule if desired.

(2) At the written request of three members of the Community Council, the Clerk shall call a special meeting of the Community Council for the purpose and at the time mentioned in the request, on at least three days' notice.

(3) The Chair, upon the request of two (2) or more members, may cancel a regular meeting of the Community Council for lack of business or other valid reason.

(4) The meetings shall commence at 7:00 o'clock in the afternoon.

(5) The Community Council shall annually by resolution establish a schedule of meeting sites if desired.

QUORUM:

4. A majority of members of the Community Council, including the Chair, shall constitute a quorum.

PROCEDURE:

5. Except as otherwise provided in this resolution, the procedure applicable to meetings of the Council of the Municipality, including the procedures prescribed by the Procedure of Council Administrative Order, shall apply *mutatis mutandis* to meetings of the Community Council, with the exception of the Order of Proceedings set out in Section 22 thereof and in the stead thereof, the Order of Proceedings of the Community Council shall be:

- a) Call to Order
- b) Minutes of the previous meeting
- c) Approval of the Order of Business and Approval of Additions and Deletions
- d) Business Arising Out of the Minutes
- e) Motions of Reconsideration
- f) Motions of Rescission
- g) Consideration of Deferred Business
- h) Public Hearings
- i) Correspondence, Petitions and Delegations
- j) Reports
- k) Motions
- l) Added Items
- m) Notices of Motion
- n) Public Participation
- o) Next Meeting Date
- p) Adjournment

MINUTES:

6. (1) If necessary, the Secretary of the Community Council may appoint a recording secretary to assist the Secretary in taking the minutes of each session of the Community Council.
- (2) The minutes of each session will be circulated to each Community Council member preceding the next session at which time the minutes, by resolution, will be approved.
- (3) Once approved, the minutes will be available for public distribution.

PUBLIC PARTICIPATION:

7. (1) Regular scheduled meetings of the Community Council will include at the end of its agenda the opportunity for public participation.
- (2) During public participation all questions are to be directed through the Chair with the speaker providing his/her name and address.

PUBLIC HEARINGS:

8. Public Hearings will be held as required.

REPRESENTATION AND PRESENTATION TO THE COMMUNITY COUNCIL:

9. (1) Interest groups or delegations wishing to make a presentation are required to advise the Secretary of the Community Council two (2) weeks prior to the date of the meeting at which they would like to present.
- (2) The Community Council will endeavour to hear the presentation on the date the delegation requested, but, if not possible, at the next regular meeting.

THIS IS TO CERTIFY that the above Rules of Procedure were adopted by motion at a Peninsula Community Council meeting duly held on the 10th day of December, 2001.

GIVEN under the hand of the Secretary of the Peninsula Community Council this 11 day of December, 2001.



Vi Carmichael
Municipal Clerk