

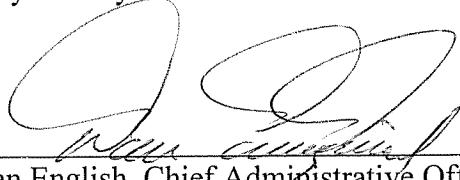
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**Halifax Regional Council**  
**January 9, 2007**

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

**SUBMITTED BY:**   
Dan English, Chief Administrative Officer

  
Geri Kaiser, Deputy Chief Administrative Officer

**DATE:** January 2, 2007

**SUBJECT:** **Amendment to Administrative Order Number One - Special  
Community Announcements and Acknowledgments**

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**ORIGIN**

At the November 21, 2006 meeting of Council, Council requested a staff report respecting an amendment to Administrative Order Number One, Respecting the Procedures of the Council, to add a section in the Order of Proceedings for special community announcements and acknowledgments by Councillors.

**RECOMMENDATION**

It is recommended that Halifax Regional Council approve the proposed amendments as outlined in Appendix "A" attached hereto.

## **BACKGROUND**

Administrative Order Number One, Respecting the Procedures of the Council, sets out the Order of Proceedings at section 22, listing the agenda and delineating the matters that will be considered by Council at a Council meeting. The current Order of Proceedings does not specifically allow for a Councillor to make a special community announcement or acknowledgement, although it has become the practice for Councillors to routinely make such announcements.

## **DISCUSSION**

Section 22 in Administrative Order 1 states:

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

No specific provision for community announcements and acknowledgments is set out in the Order of Proceedings, which announcements are clearly in the public interest. As a consequence, staff is recommending that Council approve the amendment to Administrative Order Number One as set out in Appendix "A" to include in the agenda provision for "special community announcements and acknowledgments". The new agenda item will allow a Councillor to make special community announcements and acknowledgments at the beginning of each meeting.

### **BUDGET IMPLICATIONS**

There are no budgetary implications 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**

Council could deny the request for the additions to Administrative Order Number One.

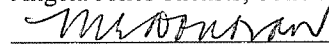
**ATTACHMENTS**

Appendix "A".

Additional copies of this report, and information on its status, can be obtained by contacting the Office of the Municipal Clerk at 490-4210, or Fax 490-4208.

Report Prepared by: Angela Jones-Rieksts, Solicitor, 490-4226

Report Approved by:



M.E. Donovan, Director, Legal Services, 490-4226

**APPENDIX "A"**

**Proposed Amendment to Administrative Order No. 1**

BE IT RESOLVED as a policy of the Council of the Halifax Regional Municipality as follows:

1. Administrative Order 1, Respecting the Procedures of the Council, is amended by adding immediately following clause 22(1) (b), the following clause:  
  
(b) special community announcements and acknowledgments;
2. Clauses (c) through to (n) of section 22 (1) are amended by re-lettering said subsections (d) through to (o) respectively.

Done and passed in Council this      day of January, 2007.