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Item No. 3
Halifax Regional Council
June 23, 2015
Committee of the Whole
September 22, 2015

TO: Mayor Savage and Members of Halifax Regional Council

SUBMITTED BY: Original signed by
Richard Butts, Chief Administrative Officer

Original Signed by
Mike Labrecque, Deputy Chief Administrative Officer

DATE: June 16, 2015

SUBJECT: Adoption of Administrative Order One

ORIGIN

This report originates as a result of the following motion passed by Regional Council on June 25, 2013:

> That the Executive Standing Committee, supported by staff, is directed by Halifax Regional Council to undertake a review of Council's governance and committee structure and the terms of reference of Standing Committees to ensure the structure supports Council's priorities, to be completed by June 30, 2014 for submission to Regional Council.

LEGISLATIVE AUTHORITY

Section 20 of the *Halifax Regional Municipality Charter* ("*HRM Charter*") grants Regional Council the authority to set procedures for council meetings:

20 (1) The Council may make policies
(a) respecting the date, hour and place of the meetings of the Council and the notice to be given for them;
(b) regulating its own proceedings and preserving order at meetings of the Council;
(c) providing for committees and conferring powers and duties upon them, except the power to expend funds;

Administrative Order 54, *Procedures for Developing Administrative Orders*.

RECOMMENDATION

It is recommended that Halifax Regional Council:

1. adopt Administrative Order One (2015), *Procedures of the Council Administrative Order*, to repeal and replace Administrative Order One (2011), *Respecting the Procedures of Council* as set out in Attachment 1 of this report; and

2. refer discussion of this matter to Committee of the Whole.

BACKGROUND

The governance review was undertaken as directed by Regional Council. Once the review was completed, staff identified three phases that should be addressed. The first phase dealt with appointments to external committees. This phase was considered by the Executive Standing Committee on August 6, 2014 and September 22, 2014 and considered by Regional Council on October 21, 2014. The second phase looked at the membership and terms of reference for the Standing Committees including the number of members to be appointed to the Standing Committees. The Appeals By-law and all the terms of reference were reviewed, revised and added to Administrative Order One. Notice of Motion of these changes was given by Regional Council on December 9, 2014 with debate and adoption on February 3, 2015.

The third phase, which is the subject of this report, reviews Administrative Order One as a whole. On April 2, 1996, Regional Council adopted Administrative Order One. Between 1996 and 2011, Council amended it from time to time as Council required. On August 9, 2011 Council repealed and replaced the 1996 Administrative Order One; however much of the Administrative Order remained unchanged and has not undergone a full review since 1996. Through phase three of the governance review, staff has identified a number of changes for Council's consideration. These changes address housekeeping matters, revisions to update Administrative Order One to reflect current practice and several new additions for Council's consideration.

In addition, there is now an opportunity to move the Community Council rules under Administrative Order One. Prior to 2012, each Community Council had different procedural rules. The procedural rules for Community Councils were unified in 2012 when the current Community Council structure was established by Regional Council. The unified procedural rules are currently set out in Schedule 2 of Administrative Order 48, *The Creation of Community Councils*. As Council is now considering all of Administrative Order One, there is an opportunity to move the rules from Administrative Order 48 and place them under Administrative Order One thereby putting all the procedural rules in one Administrative Order.

DISCUSSION

Administrative Order One has been reviewed and amendments have been prepared for Council's consideration based on the underlying principles of open, transparent and accountable government.

Housekeeping Changes

While the general order of items in Administrative Order One has not changed, there are a number of housekeeping amendments, including the following:

a) reworking the Table of Contents to reflect the reorganization.

b) adding section headers and breaking out lists of subsections into separate sections for ease of use.

c) revising the language for consistency, for example, "Council" is referred to both as "Council" and "the Council" and the meetings of Council are referred to both as "Council meetings" and "meetings of the Council". The term "the Council" and "meeting of the Council" are now used throughout.

d) adding new definitions of: CAO, CFO, Community Council, consent agenda, DCAO, *HRM Charter*, Member, and status sheet.

e) removing the Rules Governing Procedures for Community Councils from Administrative Order 48 and adding them as Schedule 8 to Administrative Order One. This allows all of the rules of procedure to be located in one Administrative Order.

Procedural Changes

Council's current practice is clarified within the Administrative Order, as follows:

a) The agenda is reviewed prior to Council. The Mayor and Chief Administrative Officer ("CAO") may move any item to the consent agenda, defer any agenda item to a subsequent meeting of the Council or refer a matter to a Community Council, Committee of the Whole, or Standing Committee(s. 18 and s. 19).

b) Meetings may be extended past 10 p.m with a vote of 2/3rds of the members present (s. 34). The existing Administrative Order One only allowed for a meeting of **Council** to be extended past 10 p.m. with a 2/3rds vote. A motion to extend the time of a meeting beyond 10 p.m. may now be made and passed while in Committee of the Whole on Budget, Council or Committee of the Whole (s. 35).

c) Council may waive notice of motion with an affirmative vote of two-thirds (2/3rds) of Members present, except for a by-law and Administrative Order as there are requirements for notice in the *HRM Charter*. In addition, now Council cannot waive notice in respect of a motion in opposition to a staff report (s. 49).

d) Motions to move In Camera and to move into Committee of the Whole are debatable (subclause 51(4)(b)(v) and (vi)).

e) A motion to amend that the mover of the original motion agrees is a friendly amendment is not required to be put to a vote and, with such consent, will become part of the motion (ss. 53(2)).

f) A motion that is deferred and not considered by the Council for six months shall be deemed to have been withdrawn (ss. 55(4)).

g) When speaking to a question for the first time, the rules now expressly provide that a Member shall not speak more than five minutes (ss. 83(2)).

h) Section 119 codifies the procedure for the appointment to a Standing Committee.

i) Councillors are still allowed to attend committees they are not members of but it has been clarified that they may now take part in discussions and debate at those committees (s. 130).

Substantive Changes

Several new provisions have been added to Administrative Order One to address apparent procedural issues. The new provisions include the following:

a) A purpose section has been added (s. 2). This section states that Administrative Order One:
   i. recognizes the functions of the Municipality including providing good government;
   ii. complements and supplement the requirements contained in applicable municipal legislation;
   iii. provides notice to the Members and the citizens respecting matters that will be considered by the Council; and
   iv. provides an open, respectful and orderly forum for public input, debate and decisions.

It further states that the rules laid out in Administrative Order One will govern the procedure at Council, Community Council and committees of the Council.

b) Council may waive procedures codified by Administrative Order One with an affirmative 2/3rds majority vote (ss. 4(2)). Section 5 clarifies that notice of an amendment to Administrative Order One may not be waived as the *HRM Charter* requires at least seven (7) days of notice to members of Council respecting amendments to any Administrative Order.

c) Information Reports provided to Members will have an index, and the index will include the author of each Information Report and the date it was received (s. 12). A Member may request that an information report be added to the Agenda for the purpose of asking questions of clarification providing the Member has given notice that he or she intends to ask such questions before the meeting of the Council commences (12(5)). This notice requirement cannot be waived. This will permit the appropriate staff to be present to provide the clarification requested.

d) The Presiding Officer may call for a moment of reflection once the meeting is called to order (s. 26(2)).

e) An opportunity for a declaration of conflict of interest is now a standing item on the agenda (s. 36(f)).

f) A process for a consent agenda has been added to the order of business (s. 41) for routine items or non-controversial items that may be approved in one motion by the Council rather than separate votes on each items.

The consent agenda may contain the minutes of previous meetings, appointments of Council, and any matters set on the consent agenda at agenda review (ss. 41(1). An item may be removed from the consent agenda and placed on the regular agenda by the request of a Member before noon on the Monday prior to the meeting of the Council (ss. 41(2)) or by a motion at Council with an affirmative two-thirds (2/3 rds.) vote of the Members present (ss. 41(3)); Any item removed from the consent agenda will be placed on the Agenda.

g) For Regional Council, the Standing Committees will be the forum for public participation (s. 43). This will not change the public participation standing item at Community Councils or change public hearings at Regional Council or Community Council.

h) Respecting which motion must first go on the floor for Council's consideration, it is proposed that if a matter before Council or a Community Council has gone to a committee that is **not** a Standing Committee, the recommendation from the staff report would go on the floor and would still need to be voted down unless no Member moves or seconds the staff recommendation. If the motion arising from the staff report fails or is not moved or seconded, an alternative motion may then be moved providing the alternative motion arises from the matter contained in the staff report. However, that alternative motion will be deferred until the next meeting unless the notice of the alternate motion has been circulated to the Clerk prior to the meeting of the Council being called to order. This deferral will allow the other members a chance to consider the alternate motion and cannot be waived (s. 59).

i) All matters on the status sheet will be withdrawn once a new Council takes office after a municipal election (s. 76). One of the first pieces of business for the new Council will be to review the status sheet to determine which items, if any, to revive.

j) There will be a printed agenda for Standing Committees which will be distributed no later than five days prior to the meeting (s. 114).

k) Every Member is required to be appointed to at least two Standing Committees (s. 115). This is to ensure quorum.

l) After arising and reporting back to the Council, a motion arising out of a matter discussed or debated at Committee of the Whole, shall be decided without amendment or debate (s. 141).

m) A new Standing Committee, Committee of the Whole on Budget. The Terms of Reference for the new committee have been added as Schedule 4.

FINANCIAL IMPLICATIONS

None

COMMUNITY ENGAGEMENT

None

ENVIRONMENTAL IMPLICATIONS

None

ALTERNATIVES

1. Council could refuse to repeal and replace the existing Administrative Order One.

2. Council could make amendments to the recommended Administrative Order One. This may require a further staff report.

ATTACHMENTS

Attachment 1 Administrative Order One, the Procedures of Council Administrative Order.
Attachment 2 Administrative Order 48, the *Community Council Administrative Order,* incorporating proposed changes.

A copy of this report can be obtained online at http://www.halifax.ca/council/agendasc/cagenda.php then choose the appropriate meeting date, or by contacting the Office of the Municipal Clerk at 902.490.4210, or Fax 902.490.4208.

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Report Approved by: Original Signed
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Attachment 1

ADMINSTRATIVE ORDER ONE

THE PROCEDURE OF THE COUNCIL ADMINISTRATIVE ORDER

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HALIFAX REGIONAL MUNICIPALITY
ADMINISTRATIVE ORDER ONE
RESPECTING THE PROCEDURES OF THE COUNCIL

BE IT RESOLVED AS AN ADMINISTRATIVE ORDER of the Council of the Halifax Regional Municipality, as follows:

WHEREAS section 20 of the *Halifax Regional Municipality Charter* allows the Council to make policies respecting the date, hour and place of the meetings of the Council and the notice to be given for them; regulating its own proceedings and preserving order at meetings of the Council; and providing for committees and conferring powers and duties upon them, except the power to expend funds;

Short Title

1. This Administrative Order may be cited as Administrative Order Number One, the *Procedures of the Council Administrative Order*.

Purposes

2. (1) The purposes of this Administrative Order are,

(a) to recognize the functions of the Municipality include providing good government;

(b) to complement and supplement, and not to replace, the requirements contained in applicable municipal legislation;

(c) to provide notice to the Members and the citizens respecting matters that will be considered by the Council; and

(d) to provide an open, respectful and orderly forum for public input, debate and decisions.

(2) In accordance with the purposes of subsection 1, the Council hereby adopts the rules of procedure to govern meetings of the Council, Community Council and committees of the Council.

Interpretation

3. In this Administrative Order,

(a) “CAO” means the Chief Administrative Officer of the Municipality;

(b) “Clerk” means the Clerk for the Municipality;

(c) “CFO” means the Chief Financial Officer of the Municipality;

(d) “Council” means the Council of the Municipality;

(e) “Community Council” means the council of a community established pursuant to the *HRM Charter*;

(f) “consent agenda” means routine items or non-controversial items that may be approved in one motion by the Council, a Community Council or a committee of the Council without discussion or debate;

(g) “DCAO” means the Deputy Chief Administrative Officer of the Municipality;

(h) “*HRM Charter*” means the *Halifax Regional Municipality Charter*, S.N.S., 2008, c. 39, as amended;

(i) “Member” means a Member of the Council;

(j) “Municipality” means the Halifax Regional Municipality;

(k) “Presiding Officer” means:

(i) the Mayor when present at a meeting of the Council;

(ii) the Deputy Mayor when presiding at a meeting of the Council in the absence of the Mayor;

(iii) Chair of a Community Council or committee of the Council; or

(iv) such other Member as may be presiding at a meeting of the Council in the absence of the Mayor and Deputy Mayor;

(l) “Petition” includes a written or an electronic petition; and

(m) “status sheet” means a list of items maintained by the Clerk respecting matters before the Council, a Community Council or a committee of the Council.

Rules Adopted and Suspended

4. (1) The proceedings of the Council, Community Council, and committees of the Council shall be governed by this *Administrative Order* unless an Administrative Order, by-law or provincial enactment provides otherwise.

(2) Notwithstanding subsection (1), any one or more of the rules of procedures contained herein except for section 5 and subsection 12(5) may be suspended by the affirmative vote of two-thirds (2/3^{rds}) of the Members present and voting.

Amendment to Rules

5. This *Administrative Order* shall not be amended or repealed except by Administrative Order passed at a regular meeting of the Council pursuant to a notice of motion in writing given at the prior regular meeting of the Council and setting forth the terms and substantial effect of the proposed Administrative Order.

Interference with the Work of the Municipality

6. No Member shall have power to direct or interfere with the performance of any work of the Municipality and no Member shall instruct or give direction to an employee of the Municipality.

TYPES OF MEETINGS OF THE COUNCIL

First Meeting of the Council After Election

7. The first meeting of the Council shall be held within thirty (30) days after a municipal election.

Regular Meeting of the Council

8. The Council shall meet Tuesday at such an hour as deemed appropriate by the Mayor and CAO jointly, with the exception of vacation periods as determined by the Council by resolution.

Special Meeting of the Council

9. (1) Upon receipt of a written petition of the majority of the Members that may be elected to the Council, the Clerk shall summon a special meeting for the purpose and at the time mentioned in the petition, on at least three (3) days' notice.

(2) Once such a petition is received by the Clerk, no Member may remove his or her name.

(3) Written notice of any special meeting of the Council setting forth the matters to be considered shall be given to all Members by delivery to the address or official email address of each Member recorded with the Clerk, not less than seventy-two (72) hours prior to the time fixed for the meeting and the Clerk shall make every reasonable effort to contact the Members to advise of the meeting.

10. (1) Subject to section 31 regarding quorum, at a special meeting of the Council, the Council shall only consider or decide upon a matter set forth in the notice calling the special meeting, unless all the Members that may be elected to the Council consent to considering or deciding on an additional matter.

(2) If all the Members consent to consider or decide upon additional business, such consent shall be recorded in the Minutes.

Emergency Special Meeting of the Council

11. Notwithstanding this Administrative Order, in an emergency, with the consent of two-thirds (2/3^{rds}) of the Members that may be elected to the Council as defined in section 31 regarding quorum (which shall be recorded in the Minutes of the meeting), an emergency special meeting of the Council may be called by the Mayor and held to consider and deal with such emergency.

AGENDA FOR MEETINGS OF THE COUNCIL

Information Reports

12. (1) The Clerk shall have prepared a collection of information reports with copies of all such reports together with an index to be provided to the Council only for its information.

(2) The index shall indicate the source of the item and the date received.

(3) An anonymous item shall not be included in the collection of information provided to the Members.

(4) Where a Member wishes to have an item placed in the collection of information reports, the Member shall submit the request in writing to the Office of the 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 collection.

(5) A Member may request that an information report be added to the Agenda for the purpose of asking questions of clarification providing the Member has given notice to the Council at the prior regular meeting of the Council at which the information report appears in the collection of information items on the Agenda.

Agenda

13. (1) The Clerk shall have prepared the agenda of the Council together with copies of all reports or communications to be dealt with at each regular meeting of the Council.

(2) The headings of the Agenda shall be the same as the Order of Business.

Agenda Item Respecting Staff

14. If a Member has an issue concerning staff, either individually or collectively, the issue shall not be added to the agenda of a regular meeting of the Council until the Member has discussed the issue with the CAO and the matter has been discussed at an In Camera Session of the Council.

Added Items to Agenda

15. (1) If a Member wishes to have an item placed on the Council agenda, the Member shall submit the request in writing to the Office of the Clerk no later than 12:00 noon on the Thursday prior to the Council meeting at which the item is to be considered.

(2) The request shall include an explanation of the issues and a copy of a draft motion requesting a staff report which the Council will be requested to consider.

(3) If subsections (1) and (2) are complied with, the Clerk shall add the Member's item to the agenda.

Late Additions to Agenda

16. (1) If a Member wishes to have an item placed on the Council agenda following the deadline prescribed by section 15, the Member shall submit the request in writing to Office of the Clerk by noon on the Monday immediately preceding the Council meeting.

(2) The request shall include an explanation of the issues and a copy of a draft motion requesting a staff report which the Council will be requested to consider.

(3) The Mayor and the CAO shall review all requests that comply with subsections (1) and (2) and decide whether or not to place the item on the agenda.

Items Added by Council

17. The Council shall not vote on a motion arising out of an item added to the agenda by a Member until a staff report and recommendation is received from the CAO in respect of the subject matter of the motion, and a motion so made shall be deemed to be deferred until such report and recommendation is received by the Council, but the Council shall not be bound to adopt such recommendations.

Agenda Review

18. (1) The Agenda may be reviewed prior to a meeting of the Council.

(2) If an Agenda review is conducted, the following Members and staff shall be notified and permitted to attend:

(a) the Mayor;

(b) the Deputy Mayor;

(c) the CAO;

(d) the DCAO, or delegate;

(e) the Municipal Solicitor, or delegate; and

(f) the Clerk, or delegate.

(3) During the Agenda Review, the Mayor and CAO jointly may:

(a) move any item onto the Consent Agenda;

(b) defer any item on the Agenda to a subsequent meeting;

(c) refer any item to a Community Council, Committee of the Whole or a Standing Committee that is within their respective jurisdiction; or

(d) cancel any meeting of the Council, where, in their judgement, the holding of the meeting is not justified or for any other reason which in their judgement appears appropriate.

(4) In the absence of the Mayor or the CAO, the Deputy Mayor or the DCAO shall stand in the place and stead of the Mayor or the CAO.

19. (1) On receipt of a request for a presentation, during Agenda review the Mayor and the CAO shall review the request and determine the appropriate disposition of the request and if the subject of the request falls within the duties and responsibilities of a Standing Committee, the matter may be forwarded to that Standing Committee for consideration.

(2) If a member of the public wishes to be heard in reference to any petition or other written request presented to the Council or any matter within the jurisdiction of the Council, a Member may move that the presentation shall now be heard.

(3) If the subject of the request does not fall within the duties and responsibilities of a Standing Committee, the Mayor and the CAO jointly may:

(a) place the presentation on the Council agenda;

(b) refer the presentation to the Presiding Officer of an appropriate Community Council or committee of the Council;

(c) if the presentation is requesting financial assistance or a tax exemption, refer the delegation to the Grants Committee or Audit and Finance Standing Committee;

(d) if the subject matter of the presentation is a matter which can be addressed by staff, refer the presentation to the appropriate business unit;

(e) determine that the Council will receive only written submissions on the matter; or

(f) if the subject matter of the presentation is a matter which is outside the jurisdiction of the municipality, refuse the request.

(4) The presentation shall be placed on the Council or a Community Council agenda only if the presentation is in reference to an item of business before the Council or Community Council or any matter within the jurisdiction of the Council or Community Council.

Cancellation of any Meeting of the Council

20. (1) A meeting of the Council may be cancelled:

(a) pursuant to clause 18(3)(d); or

(b) on the written request of two-thirds (2/3 rds.) of the Members where, they have determined that the holding of the meeting is not justified or for any other reason which in their judgement appears appropriate.

(2) A meeting of a Community Council or a committee of the Council may be cancelled:

(a) by the Presiding Officer; or

(b) on the written request of two-thirds (2/3 rds.) of the Members,

where, in their judgement, the holding of the meeting is not justified or for any other reason which in their judgement appears appropriate.

INFORMATION PRIOR TO MEETING OF THE COUNCIL

Agenda Package

21. On the **Wednesday** preceding each regular meeting of the Council, the Clerk shall cause to be delivered electronically or circulated to each Member the following:

(a) the agenda;

(b) a copy of each report which is to be considered;

(c) a copy of each motion to be considered if the motion or the purpose thereof is not indicated on the agenda; and

(d) the collection of the information reports.

Information to be Provided to the Public

22. The Clerk shall make the agenda and the other information referred to in section 21 available to the general public on a day and time specified by motion of the Council, but, subject to section 23, in no case shall it be provided later than 9:00 am on the Monday preceding each regular meeting of the Council.

Circulation of Late Reports

23. If an item on the agenda has a notation indicating that the report will be circulated other than with the agenda package listed in section 21, the report shall be delivered electronically or circulated to each Member as soon as it is practical prior to the regular meeting of the Council, and the report shall be provided to all Members as near as is reasonably possible at the same time, and in no case shall the report be made available to the public prior to the report having been provided to all Members.

24. If a report to be considered by the Council is circulated to the Council as prescribed in section 23 after the deadline identified in section 21, the Council shall not consider the report unless one or more of its Members requests it to do so, and with agreement of majority vote of its Members present and voting.

REQUIREMENTS FOR A MEETING OF THE COUNCIL

Location of Meeting of the Council

25. Until otherwise decided by the Council, the Council shall meet at the Council Chamber located at 1841 Argyle Street.

Duties of Presiding Officer

26. (1) The Presiding Officer shall:

(a) open the meeting of the Council by taking the chair and calling the Members to order;

(b) receive and submit, in the proper manner, motions properly presented by a Member;

(c) put to a vote a question that is moved and seconded or necessarily arises in the course of the proceedings and to announce the result of the vote;

(d) decline to put to a vote a motion which infringes upon the rules of procedure;

(e) restrain the Members, when engaged in debate, within the rules of order;

(f) enforce, on all occasions, the observance of order and decorum;

(g) call by name any Member persisting in a breach of the rules of order of the Council thereby ordering him or her to vacate the Council Chamber;

(h) permit questions to be asked through the Presiding Officer of any official of the Municipality to provide information to assist any debate when he or she deems it proper to do so;

(i) provide information to Members on any matter touching on the business of the Municipality;

(j) inform the Council when necessary, or when referred to, on a point of order; and

(k) adjourn the meeting when the business is concluded.

(2) At the time of calling the meeting to order, the Presiding Officer may call for a moment of reflection.

Placement of Mace

27. The mace shall be placed in the cradle before the meeting is called to order.

Call to Order of Meeting

28. (1) As soon after the hour of a meeting as there is a quorum present, the Mayor shall take the chair and the Members shall be called to order.

(2) If the Mayor is not present within fifteen (15) minutes of the hour of a meeting, the Deputy Mayor shall take the chair and the Members shall be called to order.

(3) If neither the Mayor nor the Deputy Mayor is in attendance within fifteen (15) minutes after the hour appointed for a meeting, the immediate past Deputy Mayor shall preside until the arrival of the Mayor or the Deputy Mayor.

(4) If the Mayor, Deputy Mayor or immediate past Deputy Mayor is not present, the Clerk shall call the meeting to order until a Presiding Officer shall be chosen, who shall then preside during the meeting or until the arrival of the Mayor or the Deputy Mayor.

(5) The Clerk shall record in the Minutes the names of the Members present and shall record in the Minutes the names of Members who arrive after the meeting has been called to order and the time of their arrival.

(6) If there is no quorum present fifteen minutes after the time appointed for the meeting, the Clerk shall call the roll and take down the names of Members present and the Council shall then stand adjourned.

Presiding Officer has Power of the Mayor

29. For greater certainty, while presiding, the Presiding Officer shall have all the powers of the Mayor under this Administrative Order.

Seating of Members

30. Seating of Members shall be in numerical order of their polling divisions.

Quorum for Meeting

31. (1) A majority of the maximum number of persons that may be elected to the Council is a quorum for meetings of the Council.

(2) Where there is a vacancy in the Council's numbers, the Council may make a decision if a quorum is present at the meeting.

Person Within Bar of the Council

32. No person, except a Member or an officer of the Municipality, shall be allowed to come within the bar of the Council during the sittings of the Council without the express permission of the Presiding Officer.

Placing Items on Desks

33. No person, other than a Member, the CAO, the Clerk or the Municipal Solicitor shall, before or during a meeting of the Council, place on the desks of Members or otherwise distribute to Members any material whatsoever unless such person is so acting with the permission of the Clerk.

End of Meeting

34. A meeting of the Council shall automatically end at 10 o'clock p.m. unless otherwise determined by a vote of two-thirds (2/3 $^{rds.}$) of the Members present and voting.

Extending Time of Meeting of the Council

35. Notwithstanding section 34, a motion to extend the time of a meeting beyond ten (10) o'clock p.m. may be made and passed.

PROCEDURE DURING A MEETING OF THE COUNCIL

Order of Business

36. The Order of Business shall be:

(a) Call to Order;

(b) Special community announcements and acknowledgments;

(c) approval and passage of the Consent Agenda;

(d) approval of the listed order of business and approval of any additions thereto or deletions therefrom;

(e) business arising out of the Minutes unless dealt with elsewhere;

(f) call for declaration of conflict of interests;

(g) motions of reconsideration;

(h) motions of rescission;

(i) consideration of deferred business;

(j) notices of tabled matters that are subject to be deemed to be withdrawn pursuant to subsection 54(6);

(k) public hearings when required will be held at 6 p.m.;

(l) correspondence, petitions and delegations or presentations;

(m) information items brought forward;

(n) reports and recommendations from:

(i) staff

(ii) Standing Committees of the Council;

(iii) Community Councils;

(iv) Committees of the Council other than Standing Committees;

(o) motions;

(p) added items;

(q) notices of motion; and

(r) adjournment.

37. (1) The Order of Business established in section 36 shall apply unless otherwise determined by a vote of two-thirds (2/3^{rds}) of the Members present and voting.

(2) The vote pursuant to subsection (1) shall be decided without debate.

Order of Business at Special Meeting of the Council

38. (1) The Order of Business at a Special Meeting of the Council shall be:

(a) additions to or deletions from the Order of Business;

(b) approval of the Order of Business;

(c) consideration of the particular business for which the Special meeting was called in the order designated by the Presiding Officer; and

(d) adjournment.

(2) If there are a number of items for consideration at a Special meeting, the Order of Business for a regular meeting of the Council shall be followed so far as is possible.

Special Community Announcement and Acknowledgments

39. (1) A Member may speak once for no longer than one (1) minute to Special Announcements and Acknowledgments related to business of the Municipality at the time so specified in the Council agenda.

(2) Special Community Announcements and Acknowledgments shall not be recorded but the Minutes shall reflect that Community Announcement and Acknowledgments were given.

Minutes

40. (1) The Minutes shall record:

(a) the place, date and time of meeting;

(b) the name of the Presiding Officer and the record of the attendance of the Members;

(c) the reading, if requested, correction and adoption of the Minutes of prior meetings; and

(d) all motions moved, or moved and seconded, by a Member or Members.

(2) If there is any objection made to such Minutes of the Council presented at any regular meeting of the Council, the Member making it shall state the grounds of the objection, without comment, and if the Council agrees, the Minutes shall be altered accordingly.

(3) If all the Members present at such meeting do not agree to the proposed alteration, a motion must then be duly made and seconded, to amend the Minutes, to meet such objection, which shall then be debatable.

(4) Where Minutes have been previously circulated to the Members, reading of such Minutes is not required unless a motion requiring such reading is adopted.

(5) A resolution that the Minutes be adopted as if read shall be in order.

(6) Subsections 2, 3, 4, and 5 shall not apply when the Minutes are passed as part of the Consent Agenda.

(7) After the Minutes have been adopted, the Minutes shall be signed by the Clerk.

Consent Agenda

41. (1) The Consent Agenda may contain the following items:

(a) Minutes of previous meetings;

(b) appointments of Council; and

(c) any other matter set on the Consent Agenda at Agenda Review.

(2) Any Member may have an item removed from the Consent Agenda by notifying the Clerk no later than 12 o'clock noon pm on the Monday prior to the meeting of Council.

(3) Before the motion to accept the Consent Agenda is moved, the Presiding Officer shall ask if any Member wants to move a motion to remove an item from the Consent Agenda, and such motion shall be determined by a majority vote of the Members present and voting.

(4) Once the items, if any, have been removed by motion, the Presiding Officer shall ask for a motion to accept the Consent Agenda, and such motion shall be determined by a majority vote of the Members present and voting.

(5) The Presiding Officer shall determine where on the Agenda an item or items will be discussed if:

(a) such item was removed from the Consent Agenda by a Member; or

(b) the motion to accept the Consent Agenda fails.

PUBLIC INPUT

Procedures for Public Hearings

42. The Procedures contained in Appendix "A" attached to this *Administrative Order* shall apply to the conduct of Public Hearings.

Forum for Public Submissions

43. (1) The Standing Committees shall be the forum for public input at the Council.

(2) Subsection (1) shall not:

(a) apply to a public hearing or an appeal hearing,

(b) apply to public participation respecting planning and development matters; or

(c) restrict public participation at a Community Council.

Request for Presentation

44. (1) A request for a presentation made to the Clerk shall be made in writing, either by letter, fax or e-mail, and state the essence of the presentation to be made. A request shall not be made later than 12:00 o'clock noon on Thursday immediately preceding each regular meeting of the Council.

(2) The Clerk shall forward the request to the Mayor and CAO for consideration at Agenda review.

Presentations

45. (1) Presentations which are placed on the agenda may be scheduled on an "as requested" basis, subject to the following criteria:

(a) a maximum of two presentations shall be scheduled per meeting;

(b) each presentation shall deal with one topic only;

(c) each presentation shall consist of a maximum of two presenters;

(d) each presenter shall speak for a maximum of five (5) Minutes;

(e) the presentation shall be relevant and timely; and

(f) Members may ask questions of clarification of the presenters, but there shall be no debate of the subject matter of the presentation and the presentation shall be automatically referred to staff for review, comments and recommendations unless the presentation is in respect of an item of business before the Council.

(2) When multiple requests are received for a single topic, the presentations may be scheduled for a Committee of the Whole.

(3) The list of presentations for the Council meeting will be finalized notified by noon of the Monday immediately preceding the Council meeting.

(4) The Clerk shall include in the information agenda for the each regular meeting of the Council a report listing the presentations considered by Agenda Review and the disposition of the request.

(5) A presentation, once heard, shall not be entitled to be received again on substantially the same matter for a period of three months from the date of its first hearing.

Presentations as Added Items

46. If a presentation is added to the agenda, the rules outlined in sections 19 and 45 shall apply to the presentation.

Petitions and Communications

47. (1) (a) Every communication, including a petition designed to be presented to the Council, shall:

(i) be legibly written, printed, typed or delivered electronically;

(ii) not contain any impertinent or improper matter or language;

(iii) be signed by at least one person, or be received from an electronic address which clearly identified the person sending the communication;

(iv) state the reasons for the communication and the remedy sought; and

(v) be filed with the Clerk as set out in subsection (2).

(b) A petition shall include:

(i) the date the petition was commenced;

(ii) the name, civic address and either the telephone number or email address of the person(s) who started the petition;

(iii) the name and civic address of every person who signed or electronically submitted their name to the petition.

(c) The content of all petitions submitted and accepted by the Council under this section shall be public information, including the names and addresses of those signing the petition.

(2) The Clerk shall list on the agenda every petition which has been delivered to the Clerk not later than 12:00 o'clock noon on the Thursday immediately preceding each regular meeting of the Council.

(3) The Clerk shall arrange that the communication be placed before the Council unless, upon examination, the Clerk is of the opinion that it contains matter that is impertinent or improper in which case the person presenting the communication shall be advised that the document is not

deemed in suitable form for presentation to the Council; provided that the decision of the Clerk in the matter may be appealed to the Council.

(4) When a Member presents a petition to the Council, the Member shall acquaint the Council with its contents and ask leave for it to be entered.

(5) A petition or written communication to the Council on a subject already before a committee of the Council may be referred by the Presiding Officer to the committee without any motion.

(6) No Member shall speak upon nor debate a petition or a written communication if it has been referred but a Member may move that in referring the matter the Council give certain instructions.

(7) Notwithstanding subsections (4), (5) and (6) above, when the Council considers that the petition or communication requires an immediate reply, the matter contained therein may be discussed and disposed of forthwith.

MOTIONS

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 the Council until considered or otherwise disposed of.

(2) When a Member's motion has been called at two successive meetings of the Council and not proceeded with, it shall be deemed to have been withdrawn and be dropped from the agenda unless the Council otherwise decides.

(3) The mover may withdraw a Notice of Motion at any time prior to the commencement of debate thereon.

Waiver of Notice of Motion

49. (1) Council may waive Notice of Motion on a two-thirds (2/3^{rds}) vote of the Members present and voting.

(2) Notwithstanding subsection (1), the Council may not waive Notice of Motion respecting:

(a) a by-law, as set out in Administrative Order 32, the *By-law Development Administrative Order;* or

(b) an Administrative Order.

Motions that Do Not Require Notice of Motion

50. (1) A point of order or personal privilege may be introduced without written notice and without leave.

(2) The following motions may be introduced without notice and without leave:

(a) a motion to adjourn;

(b) a motion to call for the question

(c) a motion to refer;

(d) a motion to table or to defer to a day certain;

(e) an amendment to a motion;

(f) a motion to suspend a rule of procedure;

(g) a motion to adjourn the Council and move into the Committee of the Whole;

(h) a motion to convene In Camera, providing the Municipal Solicitor or delegate is present; or

(i) any other procedural motion.

Order of Consideration of Motions

51. (1) When a question is under consideration, no motion shall be received except:

(a) a motion to refer;

(b) a motion to amend;

(c) a motion to table;

(d) a motion to defer;

(e) a motion to adjourn;

(f) a motion to call for the question;

(g) a point of order; or

(i) a motion to close debate at a specified time.

(2) When any matter set out in subsection (1) above is made, no other motion may be made except:

(a) a motion to refer;

(b) a motion to defer;

(c) a motion to close the debate at a specified time;

(d) a motion to call for the question; or

(e) a motion to adjourn.

(3) A motion:

(a) that the debate be closed at a specified time;

(b) to call for the question; or

(c) to adjourn;

shall be put without amendment or debate.

(4) Procedural motions shall be considered immediately upon being made and are

subject to debate as follows:

(a) non-debatable:

(i) to extend the time of the meeting;

(ii) to call for the question;

(b) debatable:

(i) to refer;

(ii) to defer certain;

(iii) to table;

(iv) any other procedural motion;

(v) a motion to convene In Camera; and

(vi) motion to adjourn the Council and move into the Committee of the Whole,

but debate shall be limited only to the desirability of referring, deferring, convening, adjourning or tabling or to the date when the matter should be brought back before the Council.

MOTIONS RECEIVED WHILE QUESTION UNDER CONSIDERATION

Motion to Refer

52. (1) A motion to refer, until it is decided, shall preclude an amendment to the main question and a motion to defer or table.

(2) A motion to refer is debatable but only with respect to the desirability of referring the motion.

(3) A motion to refer shall not be put to a vote until all Members listed to speak on the motion proposed to be referred have been given the opportunity to ask any questions or raise any issues they wished considered.

Motion to Amend

53. (1) A motion to amend:

(a) shall be decided upon or withdrawn before the main question is put to a vote and before a further amendment to the question is considered;

(b) shall be relevant to the question; and

(c) shall not propose a direct negative to the question.

(2) A motion to amend that the mover of the original motion agrees is a friendly amendment, is not required to be put to vote.

(3) A motion to appoint a person to an office shall preclude any amendments.

Motion to Table

54. (1) A motion to table a question is debatable but only with respect to the desirability of tabling and cannot be amended.

(2) A motion to table with some qualification other than time is subject to amendment and debate.

(3) The matter tabled shall not be considered again by the Council until a motion has been passed to take up the tabled question at the same or a subsequent meeting of the Council.

(4) A motion to take up a tabled question is not subject to debate or amendment.

(5) A motion which has been tabled at a previous meeting of the Council cannot be taken up unless notice thereof is given in accordance with section 48.

(6) A motion which has been tabled and not taken from the table for six months shall be deemed to have been withdrawn.

(7) The Clerk shall at the last meeting of the Council immediately preceding one month before a tabled motion would be deemed to be withdrawn pursuant to subsection (6) give notice to the Council of the motion and of the potential effect of subsection (6).

Motion to Defer

55. (1) A motion to defer indefinitely shall be treated as if it were a motion to table.

(2) A motion to defer shall be debated only with respect to the desirability of deferring consideration of the motion.

(3) A motion to defer shall not be put to a vote until all Members listed to speak on the motion proposed to be deferred have been given the opportunity to ask any questions or raise any issues they wished considered.

(4) A motion that is deferred and not considered by the Council for six (6) months shall be deemed to have been withdrawn.

Motion to Adjourn

56. (1) A motion to adjourn:

(a) shall always be in order, except:

(i) when a Member is speaking,

(ii) during a vote,

(iii) during the verification of a vote;

(iv) immediately following the affirmative resolution of a motion to call

for the question;

(b) does not require a seconder; and

(c) is not debatable.

(2) A motion to adjourn when:

(a) made without qualification, and if carried, brings a meeting or session of the Council to an end; or

(b) made to adjourn to a specific time or to reconvene upon the happening of a specified event, suspends the meeting of the Council to continue at that time.

(3) A motion to adjourn when resolved in the negative, shall not be made again until after some intermediate proceedings have been completed by the Council.

Motion to Call for the Question

57. (1) A motion to call for the question:

(a) does not require a seconder;

(b) is not debatable;

(c) shall not be amended; and

(d) shall not be proposed when there is an amendment under consideration.

(2) A motion to call for the question shall be determined by a vote of two-thirds (2/3^{rds}) of the Members present and voting and if resolved in the affirmative, the main motion shall be put immediately without further amendment or debate.

(3) When a motion to call for the question is resolved in the negative, then the main motion under consideration may be further amended and debated.

OTHER MOTIONS

Motion on Hearing An Appeal

58. Notwithstanding section 59**,** if the Council hears an appeal, the motion to "allow the appeal" shall be placed on the floor, even if such motion is in opposition to the recommendation contained in the staff report.

Motion in Opposition from Staff Report

59. (1) A motion before the Council arising from a recommendation from a committee of the Council, other than a Standing Committee, which is in opposition to the recommendation contained in the staff report shall not be considered by the Council unless:

(a) no Member is prepared to move the motion arising from the recommendation contained in the staff report; or

(b) the motion arising from the recommendation contained in the staff report is moved but there is no seconder to such motion.

(2) If the motion arising from the staff report fails or is not moved or seconded, an alternative motion may be moved providing the alternative motion arises from the matter contained in the staff report.

(3) An alternative motion pursuant to this section shall be deferred until the next meeting unless the alternative motion has been circulated to the Clerk prior to the meeting of the Council being Called to Order and the notice complies with the requirements pursuant to clauses 48(1)(a) and (b).

Motion to Authorize Over Expenditure

60. A motion to authorize an expenditure in excess of that authorized by the operating budget shall be passed at two meetings of the Council before it shall be effective.

Motion of Reconsideration

61. (1) The intent of reconsideration is to allow the majority of the assembly to bring back for further discussion a motion which has already been voted on, the purpose of which is to permit correction of a hasty, ill-advised or erroneous action, or to take into account additional information or a changed situation that has developed since the taking of the vote.

(2) After a matter has been decided, a Member who voted with the prevailing side, one who voted aye if the motion was passed and one who voted nay if the motion was lost, may put forward a motion of reconsideration before the adjournment of the meeting at which the same was decided.

(3) Notice of motion is not required as the motion to reconsider must be put forward and seconded at the same meeting at which the matter was decided.

(4) (a) A motion of reconsideration must be seconded, at which time it is owned by the Council and cannot be withdrawn except by the agreement of the Council.

(b) The seconder to the motion can be any Member regardless of how they voted on the original motion.

(5) (a) The motion of reconsideration is held over to be dealt with as the first order of business at the next meeting of the Council, including a special meeting called to hear the motion, immediately after the consideration of the Minutes and before any other business is considered.

(b) The Council may, with a vote of two-thirds (2/3^{rds}) of the Members present and voting, agree to take up the motion of reconsideration at the same meeting in which the matter was decided.

(6) At the time when the motion of reconsideration is taken up by the Council the mover of the motion, or in the Member's absence any other Member on the Members behalf, may briefly state the reasons for reconsideration and reconsideration shall be put to a vote without further debate.

(7) No question may be reconsidered more than once nor shall a vote to reconsider be reconsidered.

(8) If the motion to reconsider is carried, the question to be reconsidered shall be read again.

(9) The question to be reconsidered is debatable as to the merits of the question to be reconsidered but is not amendable, as the question to be reconsidered is the same question put before the Council previously.

(10) A majority of the Members present and voting is required to carry the motion.

(11) No motion of reconsideration shall be allowed in regard to a motion approving all or part of the annual budget of the Municipality or a motion authorizing legal proceedings.

(12) A motion of reconsideration shall have the effect of delaying or impeding any action necessary to give effect to the motion to be reconsidered and no action shall be taken on that motion until such reconsideration has been disposed of.

Motion of Rescission

62. (1) The purpose of a motion of rescission is to allow the Council to change an action previously taken or ordered.

(2) A motion of rescission cancels or countermands a previous action or order has the effect of striking out an entire main motion, resolution, rule, section, or paragraph that has been adopted at some previous time.

(3) A motion of rescission may only be taken in regard to a matter that has been decided in the affirmative.

(4) If a motion of rescission is defeated, no other motion to rescind shall be made within twelve (12) months, except with the consent of two-thirds (2/3^{rds}) of the Members.

(5) A motion of reconsideration is not in order:

(a) in respect to the adoption or amendments of a by-law or a planning document;

(b) in respect of an appeal;

(c) in respect of a matter that has previously been moved to be reconsidered; or

(d) if something has already been done as a result of the vote on the matter that is impossible to undo such as a document has already been executed.

(6) A motion of rescission is not required to cancel or countermand a previous action or order if such action or order was passed before the most recent ordinary municipal election.

Procedure for Motion of Rescission

63. (1) A motion of rescission shall not be made at the same meeting when the matter is decided but may be put at any subsequent meeting.

(2) A motion of rescission may be put by any Member regardless of how the

Member voted on the original matter.

(3) At a subsequent meeting of the Council, the giver of such notice, or in that Member's absence any other Member on the Member's behalf, may put forward the motion of rescission.

(4) A motion of rescission must be seconded.

(5) A motion of rescission is debatable as to the merits of the question which is proposed to be rescinded.

(6) A motion of rescission is amendable.

(7) A motion of rescission shall be passed by a vote of two-thirds (2/3 rds) of the Members present and voting.

RULES FOR MOTIONS

Notice and Order of Putting Questions in the Council

64. No motion introducing a new matter, other than to bring up a petition, read a communication or report, raise a matter of privilege or consideration of a report of a committee of the Council, shall be considered unless:

(a) notice of the same be given at a meeting of the Council held at least five days before the meeting at which the motion is to be considered, or

(b) notice is waived pursuant to section 49.

Requirement for Seconder for Motion

65. (1) Except for a motion to adjourn or a motion to call for the question, all motions shall be seconded before being debated or voted on.

(2) At the time the motion is made, the mover may speak for not more than five minutes in order to explain the motion and the reasons for making it.

(3) When a motion is seconded, it may be read before debate, if requested.

66. After a motion is moved and seconded, it shall be deemed to be in possession of the Council but may be withdrawn by the mover at any time before the question is put with the permission of the Council.

Reading of Motion

67. (1) Every motion shall be read or stated except in the cases provided for by the rules of the Council.

(2) When reading motions which have been distributed or printed in the Agenda, recitals need not be read.

(3) No Member shall speak to any motion until it is first read or stated from the Presiding Officer.

68. With the consent of the mover, the Presiding Officer may waive the reading of a motion arising from the recommendation set out in the staff report on the matter.

69. A Member may require the question or motion under discussion to be read at any time during debate, but not so as to interrupt a Member while speaking.

Motions Not Within Jurisdiction of the Council

70. A motion in respect of a matter which is not within the jurisdiction of the Council shall not be in order.

Motion Contrary to the Rules

71. Whenever the Presiding Officer is of the opinion that a resolution is contrary to the rules and privileges of the Council, the Presiding Officer shall apprise the Members thereof immediately, before putting the question, and shall cite the rule or authority applicable to the case without argument or comment.

Determining Speaking Priority

72. (1) When two or more Members desire to speak to a matter the Presiding Officer shall settle the priority.

(2) A motion may be made that a Member who wishes to speak "be now heard" or "do now speak", which motion shall be put without debate and if carried, such Member shall be allowed to speak immediately.

Presiding Officer Entering Into Debate

73. (1) If the Presiding Officer desires to take part in the debate, the Presiding Officer shall leave the chair and in such case shall call on the Deputy Mayor or one of the Councillors to take the chair. The Presiding Officer shall return to the chair before the vote is taken on the motion.

(2) Except as set out above, or to provide information on any matter before the Council, or to give reasons for deciding a point of order, the Presiding Officer shall not take part in debate.

RULES FOR BY-LAWS

By-law Procedure

74. (1) No by-law, and no repeal, alteration or amendment of any by-law, shall be passed by Council unless:

(a) at least one week's notice has been first given to the Council in accordance with Administrative Order 32, the *By-law Development Administrative Order*; and

(b) it has been given First Reading and Second Reading in accordance with the *Halifax Regional Municipality Charter.*

(2) Clause 74 (1)(a) does not apply to the adoption of planning documents pursuant to Parts VIII and IX of the *Halifax Regional Municipality Charter*.

Referral of By-law to Standing Committee or Committee of the Whole

75. (1) A proposed by-law may be referred after First Reading to a Standing Committee or to the Committee of the Whole to report upon the leading features of the proposed by-law and any proposed amendments.

(2) After the required notice has been published, Council may receive public input and the proposed by-law shall be open for debate and amendment in Second Reading.
Further direction on procedures of the Council related to the adoption of By-laws can be found in Administrative Order # 32, the *By-law Development Administrative Order.*

STATUS SHEET

Status Sheet
76. (1) A motion by the Council to direct staff to perform an action shall be placed on the status sheet.

(2) At the first meeting of the subsequent Council following the swearing into office of the new Members, any matter on the status sheet is withdrawn unless revived by a majority vote of the Members present and voting.

DECORUM AT MEETING OF THE COUNCIL

General Decorum

77. (1) No Member shall:

(a) use offensive or unparliamentary language or speak disrespectfully of anyone while in the Council;

(b) speak to a matter or a question other than the matter or the question in debate; or

(c) reflect upon any vote of the Council except for the purpose of moving in accordance with the provisions hereof, that the question be rescinded or reconsidered.

(2) If a Member resists the rules of the Council, willfully obstructs the business of the Council or disobeys the decision of the Presiding Officer, or of the Council on appeal, on any question of order or practice or upon the interpretation of the rules of the Council after being called to order by the Presiding Officer the Member may be ordered by the Council by a majority vote to leave the Member's seat for that meeting.

(3) If the Member refuses to leave his or her seat, the Presiding Officer may order the Member removed therefrom by the police; but in case of ample apology being made, the Member may, by vote of the Council, be permitted forthwith to retake his or her seat.

Addressing the Presiding Officer when Speaking to Question or Motion

78. A Member shall, upon being recognized by the Presiding Officer, address only the Presiding Officer.

No Interruptions

79. When a Member is speaking no other Member shall interrupt, except to raise a point of order.

Point of Order

80. (1) The Presiding Officer shall preserve order and decide any point of order.

(2) If a Member is called to order while speaking, such Member shall, subject to that Member's right to enter the debate on the point of order, not speak further until the point has been determined.

(3) When a Member rises on a point of order, the Member shall ask leave of the Presiding Officer to raise a point of order and, if leave is granted, shall state the point of order to the Presiding Officer and then remain silent until the Presiding Officer shall have stated and decided the point of order.

(4) Thereafter, a Member shall only address the Presiding Officer for the purpose of appealing to the Council from the Presiding Officer's decision.

(5) If no Member appeals, the decision of the Presiding Officer shall be final.

(6) The Council, if appealed to, shall decide the question: “Shall the decision be sustained?” without debate and its decision shall be final.

Member Called to Order

81. (1) A Member called to order shall immediately sit down, but may afterwards explain, and the Council, if appealed to, shall decide the same without debate.

(2) If there be no appeal the decision of the Presiding Officer shall be submitted to by the Member.

Personal Privilege

82. (1) Where a Member considers that his or her integrity or the integrity of the Council as a whole has been impugned, the Member may, as a matter of personal privilege, speak at any time, with the consent of the Presiding Officer, for the purpose of drawing the matter to the attention of the Council, provided that in so doing no Member shall speak for more than five minutes.

(2) Whenever any matter of privilege arises, it shall be immediately taken into consideration.

(3) Whenever possible, a Member shall give notice to the Clerk, twenty-four hours prior to the meeting at which the Member intends to raise the matter of privilege, of the nature of the matter or privilege.

Speaking to Question

83. (1) No Member shall speak more than twice to the question without leave of the Presiding Officer, except in explanation of a material part of his or her speech which may have been misconceived and in doing so the Member is not to introduce a new matter.

(2) A Member shall not speak the first time for more than five (5) minutes.

(3) No Member shall, without leave of the Presiding Officer, speak a second time to the same question or in reply for longer than three (3) minutes.

(4) A Member who has made a substantive motion shall have the right to speak a second time in reply and sum up in closing the debate.

(5) No Member shall, without leave of the Presiding Officer speak more than three (3) minutes on an amendment to a motion.

Decorum During Vote

84. (1) When the Presiding Officer calls for the question no Member shall walk across or out of the room or speak to any other Member or make any noise or disturbance.

(2) A Member not in his or her seat shall not be entitled to vote.

Questions to Presiding Officer

85. (1) A Member may ask a question of the Presiding Officer for the purpose of Obtaining information relating only to the item or matter under discussion.

(2) When enquiries are provided for on the agenda or a specific item is under discussion, enquiries may be made of the Presiding Officer, or through the Presiding Officer to any Member or to an Officer, concerning any item or matter connected with business of the Municipality but no argument or opinion is to be offered or facts to be stated except so far as may be necessary to explain the enquiry, and in answering any such question a Member is not to debate the matter.

(3) No Member shall speak longer than three Minutes when putting a question pursuant to this section.

Silence During Reading of Minutes

86. During the reading of Minutes, a report, communication or other paper, and when a Member is addressing the Council, silence shall be observed and no one shall be allowed to retire or otherwise disturb the meeting.

Members Leaving on Adjournment

87. No Member shall leave his or her place on adjournment until the mace is removed from the Council Chamber.

VOTING

Member To Be Seated During Vote

88. A Member shall always take his or her place when any vote is called for and shall remain there until the Presiding Officer has declared the result of the question.

Voting On A Motion Arising From An Added Item or A Presentation

89. The Council shall not vote on a motion arising out of a presentation made at the Council, until a staff report and recommendation is received from the CAO in respect of the subject matter of the motion, and a motion so made shall be deemed to be deferred until such report and recommendation is received by the Council, but the Council, shall not be bound to adopt such recommendations.

Separation of Proposition

90. When the question under consideration contains distinct propositions, upon the request of any Member, the vote upon each proposition shall be taken separately.

Method of Voting in Meetings of the Council

91. (1) A vote on any motion at the Council shall be taken by recorded vote except for Approval of Minutes, Approval of the Order of Business and Adjournment.

(2) When the electronic voting system is utilized for recorded votes at the Council,

(a) when the Presiding Officer calls for the question to be taken, each Member shall indicate whether they are in favour of or opposed to the question by pressing the “Yea” or “Nay” button provided at their desk;

(b) after the vote is completed, the Clerk shall display when technically possible, the total number of votes for and against the motion and the Presiding Officer shall declare whether the motion is carried or lost;

(c) the Clerk shall print off and maintain in the records the total votes on each question and the result as to how each Member voted on each question, and include those results in the Minutes, and such records shall be open to the public; and

(d) when the results of how each Member voted on the question are displayed or stated, a Member shall immediately bring any error in the result due to the Member’s vote either not being recorded or being recorded improperly, to the attention of the Clerk and the Presiding Officer, and the Clerk shall make a note of the error and record it in the Minutes of the meeting and the Presiding Officer shall declare any change in the result if necessitated by the error.

(3) The requirement for recorded votes for all motions shall apply to the Council and shall not apply to Committee of the Whole, Community Council, or committees of the Council.

Method of Voting in Meetings Other than Meetings of the Council

92. When a vote is taken on any motion at a meeting other than a meeting of the Council, the Presiding Officer shall determine whether the vote shall be taken orally or by show of hands.

93. If the vote shall be taken orally or by show of hands, before the question is decided or immediately after the question is decided, a Member may require that the vote be a recorded vote of the Members present and voting.

94. When a vote is taken orally, and no dissent is declared , the vote shall be deemed to be unanimously in favour of the motion.

Member Required to Vote

95. Every Member shall vote when a question is put, unless the Member is disqualified by the *Municipal Conflict of Interest Act*.

Result of Refusing to Vote

96. A Member who fails or refuses to vote, except as set out in section 95, shall be recorded as having voted in the negative.

Declaring Vote

97. (1) After any question is put by the Presiding Officer, no Member shall speak to the question nor shall any other motion be made until after the result of the vote has been declared.

(2) The decision of the Presiding Officer as to whether the question has been put shall be conclusive.

Disputing Declaration of Vote

98. If a Member disagrees with the declaration of the Presiding Officer that a question is carried or lost, the Member may object to the declaration and require a recorded vote to be taken but shall do so only immediately after the declaration by the Presiding Officer.

IN CAMERA

In Camera Meeting of the Council or Committee

99. Where Council, Community Council, or a committee of the Council meets In Camera to discuss any items designated in subsection 19 (2) of the *Halifax Regional Municipality Charter*, the Clerk shall list such items at the end of the agenda of regular meetings of Council.

Agenda for In Camera Meeting of Council

100. In Camera agenda items shall be identified by the type of matter to be discussed, with additional information, where possible, to further identify the item but not as to disclose the confidential information.

101. A brief description or summary of the subject matter of the items to be discussed In Camera shall be made available to the Council no later than the commencement of the Council meeting at which time such items are intended to be discussed In Camera. Such a summary shall identify the reason In Camera discussion is warranted.

Agenda for In Camera Meeting of Committee

102. At least forty-eight (48) hours notice of an In Camera meeting of a committee of the Council shall be given to the Members of a committee, and, wherever possible, an agenda shall be provided to the Members in advance of the meeting.

Moving In Camera

103. The Council may, at the request of one or more of its Members, and with the agreement of two-thirds (2/3^{rds}) majority of the Members present and voting, agree to enter into In Camera discussions without meeting the requirements set out in sections 101 and 102, provided that the request is supported by information which explains a legitimate reason for the necessity of In Camera discussions taking place.

In Camera Meeting - Presence of Municipal Solicitor

104. No In Camera meeting may proceed in the absence of the Municipal Solicitor, or delegate.

In Camera Procedures

105. The rules of procedures set forth in this Administrative Order for regular meetings of the Council shall apply to In Camera discussions except as otherwise specifically provided for in this *Administrative Order*.

Minutes of In Camera Meeting

106. (1) Minutes of In Camera meetings shall be taken by the Clerk or a designate and kept in the Office of the Clerk.

(2) The Minutes of In Camera meetings shall be approved at the next In Camera meeting of the Council as the first item of business of the In Camera meeting.

(3) Subject to subsection 4 and section 109, such Minutes are not considered to be of public record.

(4) Recommendations resulting from discussions taking place in the In Camera meeting shall be brought forward as an added item for approval by the Council in open session immediately following dissolution of the In Camera session and the rules of procedure will apply to the adoption of such recommendations, provided that the motion to adopt a recommendation shall not be debated.

Staff Reports and Details of Matters Discussed at In Camera

107. Staff reports submitted to In Camera Meetings of the Council and details of the matters discussed at and the Minutes kept of such meetings, except background information, shall be maintained by the Clerk as confidential information unless the Council determines that the information or any part thereof be made available to the public pursuant to sections 109 and 111.

Release of Confidential Information

108. (1) If it is determined by the Council, following a recommendation of staff, that the release of information identified as confidential, has the potential to unduly damage or embarrass or in other ways be detrimental to an individual or individuals, the Council may decide to maintain the confidentiality of the information for a further specified or unspecified period of time.

(2) This section will not be used to protect an elected official from potential embarrassment or damage arising from a position taken, or remarks made, during In Camera meetings.

Public Access to an In Camera Report

109. Reports and other information arising out of In Camera meetings, for which the Council determines no legitimate reason exists to maintain such records as confidential information, may be made available to the public upon request in writing to the Clerk.

110. (1) If any member of the public requests access to an In Camera report, which is classified as confidential, the Municipality, under the signature of the CAO, shall provide reasons in writing addressed to the inquirer why such information is so classified.

(2) For the purposes of subsection (1), merely identifying the requested information as being access restricted because it is considered to be of a confidential nature will not constitute a satisfactory response to a request for information.

111. Where a request for information from an In Camera meeting has been denied, or where such information is considered by the inquirer to have been withheld for an unreasonable period of time, the inquirer may in writing request the Council to rescind the decision to retain the information as confidential, in whole or in part, and the Council may, by a two-thirds (2/3 rds.) majority vote of the Members present and voting, direct the release of the information or some portion thereof.

TYPES OF COMMITTEE

Standing Committees of the Council

112. The Council establishes the following Standing Committees of the Council:

(a) the Appeals Committee,

(b) the Audit and Finance Standing Committee,

(c) the Community and Economic Development Standing Committee,

(d) the Committee of the Whole on Budget,

(e) the Environment and Sustainability Standing Committee,

(f) the Executive Standing Committee, and

(g) the Transportation Standing Committee.

Duties and Responsibilities for the Standing Committee

113. The terms of reference for the Standing Committees are as follows:

(a) for the Appeals Committee, as set out in Schedule 1,

(b) for the Audit and Finance Standing Committee, as set out in Schedule 2;

(c) for the Community and Economic Development Standing Committee, as set out in Schedule 3;

(d) for the Committee of the Whole on Budget, as set out in Schedule 4;

(e) for the Environment and Sustainability Standing Committee, as set out in Schedule 5;

(f) for the Executive Standing Committee, as set out in Schedule 6; and

(g) for the Transportation Standing Committee, as set out in Schedule 7.

Agenda for Standing Committee

114. (1) The Clerk shall have prepared the agenda of the Standing Committee together with copies of all reports or communications to be dealt with at each regular meeting of the Standing Committee.

(2) The headings of the Agenda shall be the same as the Order of Business.

(3) The Agenda for a Standing Committee shall be provided to the members of the Standing Committee no later than 4:30 pm on the fifth (5^{th}) day prior to the meeting at which the item is to be considered.

Required Membership of Standing Committees

115. Every Member shall be appointed to at least two Standing Committees.

Special Committee

116. (1) A Special Committee may be appointed by the Council at any time as is deemed necessary concerning any matter which is within the jurisdiction of the Council.

(2) A Special Committee shall consist of not less than three Members.

(3) An appointment to a Special Committee shall be made according to Section 120 of this Administrative Order.

(4) Subject to the provisions of any general or special act, the Council, in appointing a Special Committee, shall set forth terms of reference of the committee and such other provisions as the Council shall consider proper.

(5) The Council in establishing a Special Committee may direct who shall be the Presiding Officer of the committee and in the absence of such direction the committee shall elect its own Chair and, if required, a Vice Chair.

(6) When a Special Committee has completed its work, made its report and the Council has made a final decision upon the report, the Committee thereupon shall dissolve automatically.

ROLES AND RESPONSIBILITIES OF ALL COMMITTEES

Roles and Responsibilities of Committee

117. A committee of the Council shall consider and report upon only such matters as have been referred to it as provided herein or such matters as come within or reasonably flow from its continuing terms of reference, an Administrative Order creating the committee, a By-law of the Municipality and such other jurisdiction as established from time to time by the Council.

118. The general duties of any committee of the Council shall be:

(a) to report to the Council, or the appropriate delegated body, from time to time whenever desired by the Council and as often as the interests of the Municipality may require on all matters connected with the duties imposed on it, and to recommend such action by the Council, in relation thereto, as may be deemed necessary;

(b) to consider and report on any and all matters referred to it by the Council;

(c) in the transaction of all business, to adhere to the administrative orders and by-laws of the Council; and

(d) to make its reports available to the Council prior to the same being given to the public.

ELECTIONS AND APPOINTMENTS

Motion for Procedure for An Appointment to a Committee

119. A report with recommendations for nomination and appointment shall be brought forward to the appropriate nominating or appointing body in accordance with the *HRM Charter*, the Public Appointment Policy and Terms of Reference adopted by the Council.

120. (1) The motion for the election of Members by the Council to Standing Committees shall be made in November of every second year.

(2) The motion for the election of Members by the Community Council to a Standing Committee shall be made in November annually.

(3) Nomination or appointment at the applicable body shall proceed as follows:

(a) nominations or appointments shall be moved and seconded;

(b) the Presiding Officer shall call for any further nominations and shall be moved or seconded;

(c) where more than the number required for the committee of the Council stand for election, a vote shall be taken by secret ballot,

(d) where two or more nominations have an equal number of votes for an appointment, the second vote shall be taken to decide which one or more of such nominees shall be appointed; and

(e) where the second vote is taken and two or more nominees continue to have an equal number of votes, the appointment shall be made by draw.

(4) A Member may be placed on a committee of the Council notwithstanding the absence of the Member at the time of appointment.

Appointment of Deputy Mayor

121. The election of a Deputy Mayor shall be made in November annually.

SECREATRY FOR COMMITTEE

Clerk As Secretary

122. The Clerk or designate shall be Secretary of all committees of the Council, unless otherwise determined by the Council.

Duties of Secretary of Committee

123. It shall be the duty of the Secretary of every committee of the Council:

(a) to cause notice of each regular and special meeting of the committee of the Council to be sent to each member of the committee and any officer required to attend, no later than the day preceding the meeting, if possible; and

(b) to attend, or cause an assistant to attend, all meetings of the committee of the Council and to record the Minutes, orders and requests of the committee.

Election of Presiding Officer of a Committee

124. Each committee of the Council shall, unless otherwise determined by the Council, determine the procedure for electing its own Presiding Officer.

Vacating of Position on Committee

125. (1) A member of a committee of the Council may resign from a committee at any time by submitting to the Clerk a signed resignation and the Council shall fill the vacancy created.

(2) A resignation may not be withdrawn once it has been delivered to the Clerk.

(3) Pursuant to subsection 22(1) of the *HRM Charter*, a Member appointed by the Council to a committee of the Council who fails to attend three consecutive meetings of such committee which notice has been given to the Member, without having been excused from attending such meetings by a resolution of the committee entered in its Minutes prior to the close of the third of such meetings, shall thereby forthwith vacate the seat and shall be deemed to have resigned therefrom.

(4) In the circumstances set out in subsection (3) the remaining Members of such committee of the Council shall, at the next meeting, declare the seat of such person to be vacated and the secretary shall forthwith notify the Clerk in writing and the Council shall fill the vacancy created.

MEETINGS OF COMMITTEE

Special Meeting of a Committee

126. It shall be the duty of the Clerk to summon a special meeting of a committee of the Council whenever requested to do so by any two Members of the committee.

Meetings of Committee Open to Public

127. Unless it is an In Camera Meeting, pursuant to section 19 of the *HRM Charter*, all meetings of the committees of the Council shall be open to the public.

Mayor as an Ex-Officio Member of Committee

128. (1) Unless otherwise provided for in a by-law or an Administrative Order, the Mayor shall be an ex officio member of all committees of the Council, and shall have all the powers and privileges of a member of the committee, including the right to vote upon any question to be dealt with by such committee.

(2) Where a committee is established by reference to a particular number of members without specifically provided for the Membership of the Mayor, such number is automatically increased by one, being the Mayor as provided under subsection (1).

Attendance at Committee Meetings by Members of the Council Not on Committee

129. Unless otherwise provided for in a by-law or an Administrative Order, a meeting of a committee of the Council, including any In Camera portion of the meeting, may be attended by Members who do not serve on the committee, and such Members shall be allowed to take part in discussion or debate but shall not move or second a motion and shall not vote.

Order of Business at Committee

130. The Order of Business for a committee of the Council shall, in the discretion of the Clerk, follow as closely as possible to the Order of Business of Council.

Public Submissions

131. (1) Committees of the Council may hear and consider a submission or representation from any person who wishes to be heard, and each submission will be limited to five (5) minutes.

(2) If more than one person appears representing a group or association in relation to a particular item, the Committee of the Council may require that the persons designate a spokesperson who shall speak on behalf of the group or association so appearing.

Quorum of Committee

132. (1) A committee of the Council shall not consider any business if a quorum is not present.

(2) A quorum for a committee of the Council having an even number of Members, is one-half (1/2) of all the appointed Members thereof.

(3) A quorum for a committee of the Council having an uneven number of Members, is a majority of the appointed Members thereof.

(4) The Council may determine quorum through adoption of the continuing terms of reference and jurisdiction of a committee of the Council as established from time to time by resolution or by an Administrative Order or by-law of the Council.

Quorum by Electronic Conferencing

133. (1) Under acceptable circumstances, as determined by the Clerk of the committee, a Member of an Advisory Committee may attend the meeting through the use of electronic conferencing for the purpose of meeting quorum providing:

(a) the Member has before them the report and recommendations to be considered; and

(b) the meetings are open to the public.

(2) If the conditions of subsection 1 are met, the Member may participate in debate and vote on the matter.

Quorum Where Mayor Ex Officio

134. In determining the quorum for a committee of the Council where the Mayor is an ex officio Member, the Mayor shall not be counted unless he or she is in attendance at the meeting.

PROCEDURES AT COMMITTEE OF THE WHOLE

Procedure to Move into Committee of the Whole

135. (1) When a report of a committee of the Council is presented to the Council, any Member may move that the Council go into Committee of the Whole to discuss the report.

(2) When all the items of the report have been dealt with, the Presiding Officer may move the adoption of the report with amendments, if any.

136. At any time, a Member may move that the Council adjourn and move into Committee of the Whole to discuss any item on the Agenda and rise and report back to the Council and such motion shall be determined by a majority vote of those Members present and voting.

Agenda in Committee of the Whole

137. The Clerk shall have prepared and printed for the use of the Members at any meeting which has been scheduled for Committee of the Whole, an Agenda setting forth the business to be considered at such meeting.

138. The business of the Committee of the Whole shall be considered in the order set forth on the Agenda, provided however, that the Presiding Officer, with the approval of the Committee, may vary the order of business to better deal with matters before the Committee.

Presiding Officer

139. (1) Whenever it shall be moved and carried that the Council go into Committee of the Whole, the Presiding Officer shall preside unless otherwise ordered, and shall maintain order in the Committee and shall report the proceedings of the Committee.

(2) The Presiding Officer shall be referred to as Chair.

(3) The Presiding Officer may appoint another Member of the Committee of the Whole to so act while the Presiding Officer is temporarily absent from the meeting.

(4) The rules of governing the procedure of the Council shall be observed in Committee of the Whole, so far as they are applicable, except that:

(a) no vote shall be recorded;

(b) the number of times of speaking on any question shall not be limited and;

(c) no motion to call for the question shall be allowed.

(5) No Member shall speak more than once except to make an explanation until every Member who desires to speak has spoken.

Public Submissions at Committee of the Whole

140. (1) The Committee of the Whole may hear and consider a submission or representation from any person who wishes to be heard, upon each item in the agenda as the item is reached by the Committee and each submission shall be limited to five (5) minutes.

(2) If more than one person appears representing a group or association in relation to a particular item, the Committee of the Whole may require that the group or association designate a spokesperson who shall speak on behalf of the group or association so appearing.

Motion to Rise from Committee of the Whole

141. (1) On motion in Committee of the Whole to rise and report, the question shall be decided without amendment or debate.

(2) A motion in Committee of the Whole to rise without reporting shall always be in order and shall take precedence over any other motion.

(3) On an affirmative vote to rise without report, the subject of the reference to the Committee of the Whole shall be considered as disposed of in the negative.

Motion Passed by Committee of the Whole

142. After rising and reporting back to the Council, a motion arising out of matter discussed or debated at Committee of the Whole, shall be decided without amendment or debate.

Repeal of Former Procedures of Council

143. Administrative Order One adopted by the Council on August 9, 2011, and all amendments thereto is repealed.

144. Section 5 and Schedule 2 of Administrative Order 48, the *Community Council Administrative Order*, are repealed.

APPENDIX "A"
RULES FOR PUBLIC HEARING

Application

1. Except where otherwise stated, these Rules shall apply equally to a public hearing conducted by the Council and a Community Council.

Advertising Public Hearing

2. (1) A public hearing at the Council shall be advertised to commence at 6:00 p.m., or such other time as set by resolution of the Council.

(2) A public hearing at a Community Council shall be advertised to commence at 6:00 p.m., or such other time as set by resolution of the Community Council.

(3) Advertisements shall only be placed for the first date of a public hearing and shall state that if the public hearing cannot be concluded at the advertised date, it will continue on a date determined by the Council or the Community Council at the public hearing.

Location

3. If a public hearing at the Council is expected to draw more speakers than can be accommodated by the facilities at City Hall, the Council may consider holding the public hearing at an alternate suitable location.

Written Submissions

4. (1) A person who wishes to provide a written submission in respect of any matter which is the subject matter of a public hearing shall direct the submission to the Office of the Clerk.

(2) Submissions shall be received in the Office of the Clerk no later than 3:00 p.m. on the advertised public hearing date.

(3) If a submission exceeds three (3) pages, the Clerk may require the person making the submission to provide thirty (30) copies for distribution.

(4) The Clerk shall distribute to the Council all submissions received by 3:00 p.m..

Speakers' List

5. (1) A speakers' list shall be available outside of the meeting room one-half hour prior to the commencement of the public hearing.

(2) A person wishing to speak at a public hearing shall provide their name and community of residence.

(3) If a speaker represents a group, he or she shall indicate the name of group he or she represents both on the speakers' list and when he or she addresses the Council or the Community Council during the public hearing.

Before Public Hearing Opened

6. Before the public hearing is opened:

(a) the Presiding Officer shall ask staff for a presentation;

(b) staff shall then be given an opportunity to provide an explanation of the matter being considered and the staff recommendation to the Council or the Community Council; and

(c) following the staff presentation, if any, Members may ask staff questions of clarification only.

Opening of Public Hearing

7. The public hearing shall then be opened and:

(a) the applicant, or designate, shall be invited to address the Council or the Community Council and if the applicant, or designate, decides to speak, he or she shall be given ten (10) minutes to present his or her proposal; and

(b) after the applicant, or designate, presents the proposal, the Members may ask the applicant questions of clarification and the applicant, or designate, shall respond to such questions.

Explanation of Speaking Rules

8. The Presiding Officer shall then explain speaking rules as set out in section 9.

9. Each speaker shall

(a) be given five (5) minutes to address the topic;

(b) be required to come to microphone to speak, state his or her name, and the name of the community in which he or she resides;

(c) keep his or her comments respectful, on topic and directed at the Presiding Officer; and

(d) not debate points of view expressed by other speakers.

10. During a public hearing:

(a) the Clerk may, upon receiving a request, advise members of the public where they appear on the speakers' list;

(b) if held at City Hall, speakers may wait for their turn to speak in the Council Chamber (space permitting) or alternatively, in Halifax Hall (the overflow room.);

(c) at the discretion of the Presiding Officer, the Council or Community Council may take a recess every hour;

(d) no applause or other expressions of emotion, inappropriate language, outbursts or criticisms aimed at individuals or groups will be condoned; and

(e) no signs shall be displayed.

Calling Speakers

11. The Presiding Officer shall then call the speakers in the order on the speakers' list, and if a person is not present when his or her name is called, he or she will be given an opportunity to speak after everyone on the speaker's list has been called.

12. The Presiding Officer shall:

(a) once all those on the people on the speakers' list, or if there are no names on the speaker's list:

(i) invite anyone wishing to speak to come forward and speak; and

(ii) after all the people have spoken, call three (3) times for further speakers wishing to speak; or

(b) if it is necessary to adjourn the public hearing to another date,

(i) direct those in attendance at the initial advertised date who did not have the opportunity to be heard and still wish to address the Council to speak to the Clerk, and

(ii) the Clerk shall, immediately following the adjournment of the meeting, collect the names of those who were in attendance at the initial meeting and indicate that they still wished to speak.

13. At the continuation of a public hearing on a second or subsequent date:

(a) (i) only those whose names are on the speakers' list and were not heard at the initial advertised date; and

(ii) whose names are added to the speakers' list at the conclusion of the initial advertised date;

shall be permitted to speak; and

(b) there shall be no substitution of names permitted.

14. After all the people have spoken, the Presiding Officer shall invite the applicant or designate to respond to the points raised by the speakers, and if the applicant or designate, decides to speak, he or she shall be given five (5) minutes to speak.

Close of Public Hearing

15. The Presiding Officer shall then ask for a motion to close the public hearing and no further speakers shall be heard.

16. Following the close of the public hearing, the Clerk shall record in the Minutes those who spoke at the hearing**.**

17. Staff will be provided an opportunity to briefly respond to points raised by the speakers.

18. Members may request clarification of staff respecting matters raised during the public hearing.

Role of Council During Public Hearing

19. (1) The role of the Council or Community Council at a public hearing is to listen to the public.

(2) Members shall not debate nor challenge the comments being offered by the speaker.

(3) Following a speaker's presentation, Members may ask questions of the speaker, seeking clarification of the points he or she has raised.

(4) Members shall not enter into dialogue with the public during the Public Hearing.

Voting

20. Only Members present for the entire staff presentation and public hearing shall be permitted to vote.

21. Only Members present during the entire debate following the close of the public hearing, including during any clarification by staff, the developer or Members of the public, shall be permitted to vote respecting

(a) the adoption or amendment to a Municipal Planning Strategy or Land Use By-law;

(b) an appeal of a site-plan or variance;

(c) a registration or de-registration of heritage property; and

(d) the sale of property at less than market value.

SCHEDULE 1

APPEALS STANDING COMMITTEE
TERMS OF REFERENCE

Purpose

1. The purpose of the Appeals Committee is to provide a single forum for the hearing of certain appeals of decisions taken by staff of the Municipality and other duties as assigned.

Composition

2. (1) The Appeals Standing Committee shall consist of six (6) Members of the Council.

(2) Two (2) Members shall be appointed by the Council from each Community Council.

(3) The term of each appointment shall be for two (2) years.

(4) The Chair and Vice-Chair shall be elected annually in November, by the Members and from the Members of the Appeals Standing Committee.

COMMUNITY COUNCIL APPOINTMENT	MEMBERS AT LARGE	CHAIR AND VICE CHAIIR	EX OFFICIO
Halifax & West Community Council North West Community Council Harbour East – Marine Drive Community Council	None	Elected by and from the members of the committee.	None

Duties and Responsibilities

3. To hear appeals as delegated to the Committee by the Council and to issue demolition orders pursuant to the dangerous and unsightly provisions of the *HRM Charter*.

Administration and Procedures

4. The Appeals Committee shall meet no less than four (4) times annually, preferably monthly, or as determined by the Appeals Standing Committee.

5. Administrative and meeting procedures shall be in accordance with *Administrative Order One.*

6. Pursuant to clause 20 (1) (c) of the *HRM Charter*, the Council delegate the power to direct staff to prepare reports Appeals Standing Committees provided that:

(a) The topic of the report is consistent with the mandate of the Appeals Standing Committee as expressed in the Committee's terms of reference approved by the Council; and

(b) the topic of the report is consistent with the Council's approved strategic priorities, budgets and policies.

Staff Liaison

7. Management support and liaison shall be through the Office of the Clerk.

Standing and Advisory Committees

8. None

SCHEDULE 2

AUDIT AND FINANCE STANDING COMMITTEE
TERMS OF REFERENCE

Purpose

1. (1) The purpose of the Audit and Finance Standing Committee is to provide advice to the Council on matters relating to audit and finance.

(2) The other purposes of the Committee are to:

(a) fulfill the requirements as outlined in Section 48 of the *HRM Charter*; and

(b) assist the Council in meeting its responsibilities by ensuring the adequacy and effectiveness of financial reporting, risk management and internal controls.

Composition

2. (1) The Audit and Finance Standing Committee shall consist of six (6) Members of the Council.

(2) The Members of the Audit and Finance Standing Committee shall be appointed by the Council as follows:

(a) one (1) Member appointed from each Community Council; and

(b) three (3) Members appointed at large.

(3) The term of each appointment shall be for two (2) years.

(4) The Chair and Vice-Chair shall be elected annually in November, by the Members and from the Members of the Audit and Finance Standing Committee.

COMMUNITY COUNCIL APPOINTMENT (1 each)	MEMBERS AT LARGE	CHAIR AND VICE CHAIIR	EX OFFICIO
Halifax & West Community Council North West Community Council Harbour East – Marine Drive Community Council	Three (3) Members at large.	Elected by and from the members of the committee.	Mayor.

Duties and Responsibilities

Audit

3. The Audit and Finance Standing Committee shall:

(a) review the qualifications, independence, quality of service and performance of the External Auditors annually and recommend to the Council the appointment or discharge of the External Auditors;

(b) carry out the responsibilities of the Audit Committee as outlined in subsection 48(2) of the *HRM Charter*, including:

(i) reviewing, in detail, the financial statements of the Municipality with the External Auditors,

(ii) evaluating internal control systems and management letters with the External Auditors,

(iii) reviewing the conduct and adequacy of any internal audit undertaken,

(iv) reviewing matters arising out of any internal audit that require further Investigation, and

(v) undertaking other actions determined by the Council to be the duties of the Audit Committee; and

(c) review with management and the External Auditor and recommend to the Council for approval, the annual audited financial statements.

Finance and Risk Management

4. The Audit and Finance Standing Committee shall:

(a) review with Finance management the monthly financial forecast and KPIs (key performance indicators) to be presented to the Council;

(b) review annually the debt and interest risk management activities proposed for the upcoming year by the CFO;

(c) review annually with Finance management and report to the Council on the appropriateness of financial accounting policies, disclosures and forecasts;

(d) ensure the adequacy and effectiveness of the systems of internal control in relation to financial controls and risk management as established by Administration;

(e) review bi-annually with management, the enterprise risk management and financial implications coming from such risk and implications, including: Environmental, Human Resources, Operational and the insurable risks and insurance coverage strategy of the Municipality; and

(f) review, as required, any other policies, procedures, forecasts, reports or process as agreed to mutually by the CAO and the Committee.

Halifax Regional Library

5. The mandate of the Audit and Finance Standing Committee shall include auditing, finance and risk management of the Halifax Regional Library.

Liaison

6. Notwithstanding section 49 of the *HRM Charter* outlining the role, independence and reporting relationship of the Municipal Auditor General, the Audit and Finance Standing Committee shall act as a liaison and communication link between the Auditor General and the Council.

7. The Audit and Finance Standing Committee shall liaison with:

(a) the Provincial Property Valuation Service through representation on the Union of Nova Scotia Municipalities (UNSM) oversight board;

(b) the Investment Policy Advisory Committee through appointment of the Council representative to the Committee; and

(c) the Grants Committee and Special Events Advisory Committee through nomination of the Council and Citizen representatives and appointment of the Chair of the Committees from a member of the Audit and Finance Standing Committee.

Other Duties and Responsibilities

8. The Audit and Finance Standing Committee shall review and make recommendations on proposals coming to the Council outside of the annual budget or tender process including:

(a) new programs or services not yet approved or funded;

(b) programs or services that are being substantially altered;

(c) proposed changes in any operating or project budget items;

(d) the commitment of funds where there is insufficient approved budget;

(e) new or increased capital projects not within the approved budget;

(f) increases in project budget due to cost sharing; and

(g) the creation or modification of reserves and withdrawals not approved in the approved budget.

Administration and Procedures

9. The Audit and Finance Standing Committee shall meet no less than four (4) times annually, preferably monthly, or as determined by the Committee.

10. Administrative and meeting procedures shall be in accordance with this *Administrative Order.*

11. Pursuant to clause 20(1) (c) of the *HRM Charter*, the Council delegates the power to direct staff to prepare reports to this Standing Committees provided that:

(a) the topic of the report is consistent with the mandate of the Standing Committee as expressed in the Committee's terms of reference approved by the Council; and

(b) the topic of the report is consistent with the Council's approved strategic priorities, budgets and policies.

Staff Liaison

12. Management support and liaison shall be through the Office of the Director of Finance/CFO, the Office of the Auditor General and the Office of the Director of Legal Services and Risk Management (as required) supported through the Office of the Clerk.

Subcommittees

13. (1) The Audit and Finance Standing Committee shall appoint a subcommittee to oversee the contract of the Auditor General.

(2) The subcommittee shall be comprised of the Mayor, the Chair and the Vice-Chair of the Audit and Finance Standing Committee.

(3) The subcommittee shall report, as required, to the Audit and Finance Standing Committee who, in turn, shall report to the Council.

Standing Committee Advisory Committees

14. The following Committees shall be advisory committee to the Audit and Finance Standing Committee:

COMMITTEE	TYPE	APPOINTMENT
Investment Policy	Advisory	One (1) Member shall be appointed by and from the Audit and Finance Standing Committee. The other Members shall be appointed at large.
Grants	Advisory	The Chair shall be appointed by and from the Audit and Finance Standing Committee. One (1) Member shall be appointed from each Community Council Citizen Members shall be appointed at large.
Special Events	Advisory	The Chair shall be appointed by and from Audit and Finance Standing Committee. One (1) Member shall be appointed from each Community Council The Citizen/Sector Members shall be appointed at large.

SCHEDULE 3

COMMUNITY PLANNING AND ECONOMIC DEVELOPMENT STANDING COMMITTEE TERMS OF REFERENCE

Purpose

1. (1) The purpose of the Community Planning and Economic Development Standing Committee is to recommend to the Council directions to support Community and Economic life "making HRM the most livable community in which to live, work and play".

(2) The specific areas of oversight include:

(a) the Municipality's Regional Plan and community planning programs;

(b) the Municipality's Economic Strategy and Economic Prosperity Outcomes including the implantation of "Capital Ideas" and the Immigration Action Plan;

(c) Community building initiatives in the areas of arts, culture and recreation and related facility strategies; and

(d) Agencies that support the objective of the Standing Committee mandate including but are not exclusive to

(i) Trade Centre,

(ii) Greater Halifax Partnership,

(iii) Destination Halifax,

(iv) Arts Boards, and

(v) the Municipality's Business districts and others as identified by this Committee or as directed by the Council.

Composition

2. (1) The Community Planning and Economic Development Standing Committee shall consist of six (6) Members of the Council.

(2) The Members of the Community Planning and Economic Development Standing Committee shall be appointed by the Council as follows:

(a) one (1) Member appointed from each Community Council; and

(b) three (3) Members appointed at large.

(3) The term of each appointment shall be for two (2) years.

(4) The Chair and Vice-Chair shall be elected annually, in November, by the Members and from the Members of the Community Planning and Economic Development Standing Committee.

COMMUNITY COUNCIL APPOINTMENT	MEMBERS AT LARGE	CHAIR AND VICE CHAIR	EX OFFICIO
Halifax & West Community Council North West Community Council Harbour East – Marine Drive Community Council	Three (3) Members at large.	Elected by and from the members of the committee.	Mayor.

Duties and Responsibilities

Oversight - Planning

3. The Community Planning and Economic Development Standing Committee shall provide oversight of the Municipality's Regional Plan and Regional Planning Initiatives, as follows:

(a) overseeing the Municipality's Regional Plan and Regional Planning Initiatives;

(b) reviewing and recommending to the Council the scope of the five-year Regional Plan reviews including roles of sub committees;

(c) co-ordinating with the other Standing Committees on major Regional Plan initiatives;

(d) being involved in developing the Municipality's approach to public participation programs for various planning processes such as regional and municipal planning strategy amendments; and

(e) overseeing the priority setting relative to the Community Visioning Program, Functional Plan Implementation and major planning projects.

Oversight – Economics and Immigration

4. The Community Planning and Economic Development Standing Committee shall oversee the Municipality's Economic Plan, Economic Prosperity Indicators and Immigration Action Plan by:

(a) being involved in policy development and overseeing of policies appropriate to promote Community and Economic development throughout the municipality;

(b) overseeing the progress of the Municipality's Economic Strategy and Outcome areas and related initiatives; and

(c) overseeing the progress of the Municipality's Immigration Action Plan and related initiatives.

Oversight – Community Building Initiatives

5. The Community Planning and Economic Development Standing Committee shall oversee the Municipality's Community building initiatives in the areas of arts, culture and recreation and related facilities strategies by:

(a) promoting and enabling an inclusive range of arts, culture and recreational opportunities in the municipality;

(b) promoting and enabling access to arts, cultural and recreational facilities that support the Municipality's Community Outcome areas; and

(c) overseeing the progress on the Municipality's Community building and enhancing strategies and any related initiatives.

Other Duties and Responsibilities

6. The Community Planning and Economic Development Standing Committee shall have an active interest in the Agencies and Initiatives that support Community and Economic development throughout the municipality by:

(a) promoting and encouraging the development of programs, policies in initiatives in the municipality that support Community and Economic development throughout the municipality;

(b) engaging, at a governance level, the agencies, boards and committees funded by the Municipality and under the mandate of the Standing Committee to ensure they meet community needs and expectations including:

(i) the Greater Halifax Partnership,

(ii) Destination Halifax,

(iii) Trade Centre Limited,

(iv) Community Boards and Arts Boards and the broader Arts Community,

(v) HRM Business Districts and organizations, and

(vi) others as identified by the Committee and approved by the Council or others as identified by the Council.

(c) recommending to the Council the Municipality's appointments and reviewing service agreements of the agencies, boards and commissions under the mandate of the Standing Committee; and

(d) performing such other related activities in the area Economic and Community Development in the Municipality's as identified by the Standing Committee and approved by the Council.

7. The Community Planning and Economic Development Standing Committee shall perform such other duties and responsibilities as may be determined by the Council.

Administration and Procedures

8. The Community Planning and Economic Development Standing Committee shall meet no less than four (4) times annually, preferably monthly, or as determined by the Committee.

9. Administrative and the meeting procedures shall be in accordance with this *Administrative Order.*

10. Pursuant to clause 20(1)(c) of the *HRM Charter*, the Council delegates the power to direct staff to prepare reports to this Standing Committees provided that:

(a) the topic of the report is consistent with the mandate of the Standing Committee as expressed in the Committee's terms of reference approved by the Council; and

(b) the topic of the report is consistent with the Council's approved strategic priorities, budgets and policies.

Staff Liaison

11. (1) Management support and liaison shall be through the Office of the DCAO supported through the Office of the Clerk.

(2) Additional staff as required may be assigned based on specific issues.

Advisory Committees

12. The following Committees shall be advisory committee to the Community Planning and Economic Development Standing Committee:

COMMITTEE	TYPE	APPOINTMENT
Community Design Advisory Committee	Advisory to the Council, through the Community Planning and Economic Development Standing Committee, on the Centre Plan Project and Regional Plan 5 year review.	Recommend approach and members to the Council.
Heritage Advisory.	Advisory on policy only. On heritage planning matters, the Committee reports directly to the Council pursuant to the *Heritage Property Act.*	Recommend Members to the Council.
Special Arts and Cultural Advisory Committee	Advisory to staff	Recommend Members to the Council.

SCHEDULE 4

STANDING COMMITTEE OF THE WHOLE ON BUDGET TERMS OF REFERENCE

Purpose

1. The purpose of the Standing Committee of the Whole on Budget is to relax the rules of procedure when Members of the Council are considering the proposed operating and capital budgets and business plans of the Municipality for the next fiscal year.

Composition

2. The Standing Committee of the Whole on Budget shall consist of all Members of the Council.

3. A Member of the Standing Committee of the Whole on Budget shall be a Member of that Committee until such time as the Member is no longer a Member of the Council.

4. (1) The Chair of the Audit and Finance Standing Committee shall be the Chair of the Standing Committee of the Whole on Budget.

(2) In the absence or at the request of the Chair of the Audit and Finance Standing Committee, the Vice-Chair of that Committee shall be the Chair Standing Committee of the Whole on Budget.

Meetings

5. The Standing Committee of the Whole on Budget may meet to review the proposed budget at such time as may be set, by resolution, by the Council or as scheduled by the Mayor and the CAO jointly.

Duties and Responsibility

6. The Standing Committee of the Whole on Budget shall:

(a) review the proposed budget for the next fiscal year;

(b) report to the Council on matters respecting the proposed budget arising from its review; and

(c) perform such other duties as directed by the Council.

Administration and Procedure

7. Administrative and the meeting procedures shall be in accordance with this *Administrative Order* except for the following:

(a) no vote shall be recorded;

(b) the number of times of speaking on any question shall not be limited and;

(c) no motion to call for the question shall be allowed.

8. No Member shall speak more than once except to make an explanation until every Member who desires to speak shall have spoken.

Public Submissions

9. (1) The Committee of the Whole on Budget may hear and consider a submission or representation from any person who wishes to be heard respecting the Budget, and each submission shall be limited to five (5) minutes.

(2) If more than one person appears representing a group or association in relation to a particular item, the Committee may require that the persons designate a spokesperson who shall speak on behalf of the group or association so appearing.

Motion to Rise from Committee of the Whole on Budget

10. (1) On motion in Committee of the Whole on Budget to rise and report to the Council, shall be decided without debate.

(2) A motion in Committee of the Whole on Budget to rise without reporting shall always be in order and shall take precedence over any other motion.

11. Pursuant to clause 20(1)(c) of the *HRM Charter*, the Council delegates the power to direct staff to prepare reports to this Standing Committees provided that:

(a) the topic of the report is consistent with the mandate of the Standing Committee as expressed in the Committee's terms of reference approved by the Council; and

(b) the topic of the report is consistent with the Council's approved strategic priorities, budgets and policies.

Advisory Committees

12. None.

SCHEDULE 5

ENVIRONMENT AND SUSTAINABILITY
STANDING COMMITTEE
TERMS OF REFERENCE

Purpose

1. (1) The purpose of the Environment and Sustainability Standing Committee is to provide advice to the Council relating to the Environment and Sustainability including Solid Waste Resources, energy security and sustainable parks, forests (urban and rural) and open spaces and water resource management.

(2) The other purposes of the Environment and Sustainability Standing Committee are to:

(a) fulfill the requirements as outlined in the Terms of Reference of the Solid Waste Advisory Committee of the Council and the Energy and Underground Services Committee of Council;

(b) assist the Council in meeting sustainability and energy objectives; and

(c) promote policies appropriate to protect water resources, parks, open spaces and green environment in the Municipality.

Composition

2. (1) The Environment and Sustainability Standing Committee shall consist of six (6) Members of the Council.

(2) The Members of the Environment and Sustainability Committee shall be appointed by the Council as follows:

(a) one (1) Member appointed from each Community Council; and

(b) three (3) Members appointed at large.

(3) The term of each appointment shall be two years.

(4) The Chair and Vice-Chair shall be elected annually, in November, by the Members and from the Members of the Environment and Sustainability Standing Committee.

COMMUNITY COUNCIL APPOINTMENT (One Each)	MEMBERS AT LARGE	CHAIR AND VICE CHAIR	EX OFFICIO
Halifax & West Community Council North West Community Council Harbour East – Marine Drive Community Council	Three (3) Members at large	Elected by and from the members of the committee	Mayor

Duties and Responsibilities

Solid Waste Resource Management

3. The Environment and Sustainability Standing Committee shall:

(a) advise the Council on matters respecting solid waste management, including the responsibility to receive reports and to keep the Council informed respecting all matters related to the solid waste management program in the municipality;

(b) appoint a Member of the Standing Committee as the Municipality's representative on the Provincial Solid Waste Chairs Committee; and

(c) liaison with Regional Resource Utility Board of Nova Scotia to promote policies and programs in the best interest of the Municipality at the Provincial Resource Board.

Energy Choice and Security

4. The Environment and Sustainability Standing Committee shall:

(a) promote and enable a variety of energy choices for residents of the municipality;

(b) promote and enable sustainable and renewable sources of energy in the Municipality;

(c) promote the achievement of- the Municipality's greenhouse emission reduction commitments;

(d) promote diversification of municipal revenue streams through investments in utilities such as natural gas, wind energy and district energy;

(e) promote ways to maximize the Municipality's capital dollars through co-location of utilities and coordination of projects;

(f) be involved in policy development on undergrounding of services; and

(g) liaison with Heritage Gas and similar utilities at a governance level to encourage, promote and enable the provision of natural gas services to the residents and businesses of the municipality.

Parks and Open Spaces

5. The Environment and Sustainability Standing Committee shall:

(a) encourage the appropriate policy structure to address amount, use and protection of parks, forests (urban and rural) and open spaces for the use and enjoyment of the residents of the municipality, and

(b) perform other related activities in the area of parks and open spaces as identified by the Standing Committee and approved by the Council.

Water Resource Management

6. The Environment and Sustainability Committee shall:

(a) be involved in policy development and oversight of policies appropriate to promote and protect water resources in the Municipality;

(b) liaison with Halifax Water including:

(i) the nomination to the Council of one (1) Member of the Standing Committee as one (1) of the Council appointments to the Board of Halifax Water and the nominee shall act as a liaison between the Standing Committee and Halifax Water; and

(ii) ensuring that the Harbour Solutions project and other services managed by Halifax Water continue to meet community expectations; and

(c) perform other related activities in the area of Water Resource management as identified by the Standing Committee and approved by the Council.

Climate Change Mitigation and Adaptation

7. The Environment and Sustainability Standing Committee shall:

(a) progress policy related to municipal climate change adaptation and mitigation, including the policy requirements of the Infrastructure Secretariat's Gas Tax Funding program;

(b) promote community adoption of climate change mitigation and adaptation measures; and

(c) provide governance oversight of the Municipality's Climate Change Risk Management Strategy

Other Duties and Responsibilities

8. The Environment and Sustainability Standing Committee shall perform such other matters as may be determined by the Council.

Administration and Procedures

9. The Environment and Sustainability Standing Committee meetings shall meet no less than four (4) times annually, preferably monthly, or as determined by this Committee.

10. Administrative and meeting procedures shall be in accordance with this *Administrative Order*.

11. Pursuant to clause 20(1)(c) of the *HRM Charter*, the Council delegates the power to direct staff to prepare reports to this Standing Committees provided that:

(a) the topic of the report is consistent with the mandate of the Standing Committee as expressed in the Committee's terms of reference approved by the Council; and

(b) the topic of the report is consistent with the Council's approved strategic priorities, budgets and policies.

Staff Liaison

12. Management support and liaison shall be through the Office of the Director of Planning and Development in coordination with the Sustainable Environmental Management Office, and divisions of Transportation and Public Works that support Solid Waste Resource management and Energy projects in the Municipality, supported by the Office of the Clerk.

Standing and Advisory Committee

13. The following Committee shall be advisory committee to the Environment and Sustainability Standing Committee:

COMMITTEE	TYPE	APPOINTMENT
Regional Watershed Advisory Board	Advisory on Policy	Recommends appointments to the Council.

SCHEDULE 6

EXECUTIVE STANDING COMMITTEE
TERMS OF REFERENCE

Purpose

1. The purpose of the Executive Standing Committee is to fulfil the self-governance functions of the Council including:

(a) Emergency Management,

(b) acting as nominating committee for Boards and Committees,

(c) CAO liaison and Review, and

(d) overseeing the Municipality's Volunteer Awards, By-law Rationalization, Corporate Performance Objectives, and the Council's priority areas.

Composition

2. (1) The Executive Standing Committee shall consist of seven (7) Members of the Council.

(2) The Mayor and Deputy Mayor shall be Members of the Executive Standing Committee and the other Members shall be appointed by each Standing Committee.

(3) The term of each appointment, except the Mayor and Deputy Mayor, shall be two (2) years.

(4) The Mayor shall be the Chair of the Executive Standing Committee.

(5) The Deputy Mayor shall be Vice Chair of the Executive Standing Committee.

Community Council Appointments	MEMBERS AT LARGE	CHAIR	VICE CHAIR
None	One (1) Member appointed from each Standing Committee (Appeals, CPED, E&SD, A&F, Transportation)	Mayor.	Deputy Mayor

Duties and Responsibilities

Emergency Management

3. The Executive Standing Committee shall:

(a) act as the Emergency Management Advisory Committee of the Council with responsibilities as outlined under By-law E-100, the *Emergency Management By-law*;

(b) advise the Council on the development of Emergency Management plans and present the Municipal Emergency Management Plans to the Council;

(c) brief the Council on developments during a local state of emergency; and

(d) perform any such other duties in regard to Emergency management as may be required and directed by the Council.

Membership Selection

4. The Executive Standing Committee shall act as the Membership Selection Committee of the Council with a mandate to function as the nomination committee for appointment to Boards and Committees, including at large nomination to Standing Committees, except as delegated to other Standing Committees by the Council.

CAO Liaison and Review

5. The Executive Standing Committee shall:

(a) notwithstanding Part II of the *HRM Charter* (outlining the roles and responsibilities of the CAO and the reporting relationship to the Council), the Executive Committee shall act as a liaison and communication link between the CAO and the Council;

(b) meet at least quarterly with the CAO to review and confirm the CAO goals and objectives and performance expectations;

(c) provide feedback, support and a formal evaluation of the performance of the CAO at least annually to the CAO and the Council;

(d) coordinate, on behalf of Council, the recruitment and provide a recommendation on the hiring of the CAO should the position become vacant;

(e) provide a forum to assist the CAO in major initiatives regarding:

(i) organizational change

(ii) employee relations

(iii) new directions in service delivery

(iv) administrative policies; and

(f) perform such other duties in regard to CAO liaison and review as may be required and directed by the Council.

Volunteer Award Recognition

6. The Executive Standing Committee shall oversee the administration of the Municipality's Volunteer Awards program to ensure the program and selection criteria meet the objectives of the Council and the Communities of the municipality.

Bylaw Rationalization

7. The Executive Standing Committee shall oversee and provide advice on Administrative Order 32 the *By-law Development Administrative Order* and other policy matters related to the By-laws, Ordinances, Administrative Orders and Policies of the Council.

General Governance of the Council

8. The Executive Standing Committee shall act as a review committee for matters related to the general self-governance and administration of the Council as directed by the Council.

Priority Areas and Corporate Performance Objectives of the Council

9. The Executive Standing Committee shall:

(a) have strategic oversight of progress on the Municipality's Corporate Performance Objectives and priority areas of the Council; and

(b) perform other Administrative matters as may be determined and directed by the Council.

Business Units Reporting to Committee

10. Human Resources and Fire Services shall report to the Committee semi-annually on key factors of the municipality including health and safety, absenteeism, overtime, grievance issues, and best practises.

Administration and Procedures

11. The Executive Committee shall meet no less than four (4) times annually, preferably monthly, or as agreed to by the Committee.

12. Administrative procedures and the meeting procedures shall be in accordance with this *Administrative Order.*

13. Pursuant to clause 20(1)(c) of the *HRM Charter*, the Council delegates the power to direct staff to prepare reports to this Standing Committees provided that:

(a) the topic of the report is consistent with the mandate of the Standing Committee as expressed in the Committee's terms of reference approved by the Council; and

(b) the topic of the report is consistent with the Council's approved strategic priorities, budgets and policies.

Staff Liaison

14. Management support and liaison shall be through the Offices of CAO and DCAO, the Municipality's Emergency Management Coordinator (as required), supported by the Office of the Clerk.

Standing and Advisory Committee

15. None.

SCHEDULE 7

TRANSPORTATION STANDING COMMITTEE
TERMS OF REFERENCE

Purpose

1. The purposes of the Transportation Standing Committee is to act as a forum for consolidating information and direction on the Regional Transportation initiatives and to provide a forum for the Council to address a community, government and industry interests in Regional Transportation issues.

2. The Regional Transportation issues of the Council include:

(a) regional transportation policy, infrastructure objective and priorities and oversight of the Transportation outcome areas and functional plans;

(b) transportation demand management strategies, polices and traffic calming and mitigation and safety;

(c) Halifax Transit strategic plans and directions;

(d) active transportation initiatives and infrastructure; and

(e) liaising with agencies, boards and committees that support the objective of the mandate of the Standing Committee including the Bridge Commission, Transit Advisory Committee, Canadian Urban Transit Association (CUTA) and other municipal, provincial or federal bodies involved in Transportation related initiatives.

Composition

3. (1) The Transportation Standing Committee shall consist of six (6) Members of the Council.

(2) The Members of the Transportation Committee shall be appointed as follows:

(a) one (1) Member appointed from each Community Council, and

(b) three (3) Members appointed at large.

(3) The term of each appointment shall be two (2) years.

(4) The Chair and Vice-Chair shall be elected annually, in November, by the Members and from the Members of the Transportation Standing Committee.

COMMUNITY COUNCIL APPOINTMENT (One Each)	MEMBERS AT LARGE	CHAIR AND VICE CHAIR	EX OFFICIO
Halifax & West Community Council North West Community Council Harbour East – Marine Drive Community Council	Three (3) Members at large	Elected by and from the members of the committee	Mayor

Duties and Responsibilities

4. The Transportation Standing Committee shall oversee and review of the Municipality's Regional Transportation Plans and initiatives, as follows:

(a) overseeing HRM's Regional Transportation Objectives and Transportation outcome areas;

(b) overseeing and reviewing the Regional Transportation policies, bylaws and functional plans;

(c) providing input into the Municipality's transportation funding strategies such as infrastructure funding, Gateway initiatives and approaches to Capital Cost Contribution;

(d) providing input and review of the Transportation Road network strategies and related Regional initiatives;

(e) overseeing the Municipality's Regional Parking Strategy and other parking related initiatives flowing from the strategy; and

(f) coordinating with the Community Planning and Economic Development Standing Committees of the Council in regard to reviews and initiatives under the Regional Plan in matters related to Regional Transportation.

Coordination of Priorities and Initiatives

5. The Transportation Standing Committee shall:

(a) promote and enable public safety campaigns and outcomes that advocate safety;

(b) provide policy direction related to neighbourhood transportation initiatives for traffic calming and mitigation;

(c) provide input and review of By-law S-300, the *Streets By-law,* as it relates to approaches to routing, right-of-way management, accessibility and management of priorities for uses; and

(d) oversee the Municipality's transportation demand management strategies.

Oversight and Input into Transit's Strategic Plan and Direction

6. The Transportation Standing Committee shall:

(a) review and oversee policy direction and long term funding approach to promote and encourage Transit alternatives as outlined in the Regional Plan;

(b) review and oversee specific strategic planning directions related to Transit Services coming from the Regional Plan such as the five year strategic plan, Accessibility Plan and the Ferry Plan; and

(c) promote and enable positive communication between communities, ridership, and the Council and Transit services to enable and support the Regional Transit service to the communities of the municipality.

Oversight and Input into HRM's Active Transportation Initiatives

7. The Transportation Standing Committee shall:

(a) promote and encourage the work of the Active Transportation Advisory Committee and other related bodies that service to promote active transportation throughout the municipality;

(b) promote and encourage the Municipality's Active Transportation corridor initiatives which supports the overall Transportation Strategy as outlined in the Regional Plan; and

(c) promote and encourage coordination of construction and initiatives that serve to support the development of Active Transportation initiatives throughout the municipality in the most cost effective manner possible.

Liaison with Agencies and Initiatives related to Transportation in HRM

8. The Transportation Standing Committee shall:

(a) promote and encourage the development of integrated programs, policies and initiatives in the municipality that support the Municipality's transportation goals and outcomes;

(b) take an active interest in the agencies, boards and commissions funded by the Municipality's in the areas of Transportation to ensure they continue to meet community needs and expectations; and

(c) recommend to the Council, the Municipality's appointments and review service agreements of the agencies, boards and commissions under the mandate of the Standing Committee.

Other Duties and Responsibilities

9. The Transportation Standing Committee shall perform such other duties and responsibilities as may be determined by the Council.

Administration and Procedures

10. The Transportation Standing Committee shall meet no less than four (4) times annually, preferably monthly, or as determined by the Committee.

11. Administrative and meeting procedures shall be in accordance with this *Administrative Order.*

12. Pursuant to clause 20(1)(c) of the *HRM Charter*, the Council delegates the power to direct staff to prepare reports to this Standing Committees provided that:

(a) the topic of the report is consistent with the mandate of the Standing Committee as expressed in the Committee's terms of reference approved by the Council; and

(b) the topic of the report is consistent with the Council's approved strategic priorities, budgets and policies.

Staff Liaison

13. Management support and liaison shall be through the office of the Director of Transportation and Public Works, supported by the Office of the Clerk.

Standing and Advisory Committees

14. The following Committees shall be advisory committee or liaison with the Transportation Standing Committee:

COMMITTEE	TYPE	APPOINTMENT
Active Transportation Advisory Committee	Advisory	Recommend Members to the Council.
Accessibility Advisory Committee (formerly Person with Disabilities)	Advisory	Recommend Members to the Council.
Halifax-Dartmouth Bridge Commission	Liaison only.	Recommend Members to the Council.
Crosswalk Safety Committee	Advisory	Recommend Members to the Council

SCHEDULE 8

COMMUNITY COUNCILS
RULES GOVERNING PROCEDURES

Interpretation
1. In this Schedule,

a) "Chair" means the Chair of a Community Council;

b) "Member" means a Member of a Community Council; and

c) "Secretary" means the Secretary of a Community Council appointed by the CAO pursuant to section 28 of the *HRM Charter*.

Chair
2. (1) A Community Council shall annually elect a Chair from among its Members in accordance with the requirements of the *HRM Charter.*

(2) A Chair shall be elected at the first meeting of a Community Council after the Members are elected and annually in December thereafter.

(3) The Chair shall preside at all meetings of the Community Council.

(4) In the absence of the Chair, the Secretary shall call the meeting to order until a Chair is chosen from among the Members, who shall then preside over the meeting or until the arrival of the Chair.

Meetings
3. (1) There shall be ten (10) regular meetings of a Community Council each year.

(2) Additional meetings, as required, may be scheduled in accordance with this Administrative Order and the *HRM Charter*.

(3) A Community Council shall set, by resolution, the weekday and week of the month when regular meetings are held.

(4) There shall be no regular meetings of a Community Council during the months of July and August unless the Community Council, by resolution, establishes a summer meeting schedule.

(5) If the set weekday of the month for a regular meeting falls on a holiday, that regular meeting shall not be held but may, by resolution, be rescheduled by the Community Council.

(6) Upon the written request signed by a majority of the Members, the Clerk shall call a special meeting of the Community Council for the purpose and at the time mentioned in the request.

(7) When calling a special meeting pursuant to subsection (5), the Clerk shall give at least three days public notice of the meeting.

(8) The Chair, upon the request of the majority of the Members, may cancel a regular meeting of the Community Council for lack of business or other valid reason.

(9) The meetings of a Community Council shall commence at 6:00 o'clock in the afternoon or such other time as designated by motion of the Community Council.

(10) The Community Council may, by resolution, establish a schedule of meeting sites.

Quorum
4. A majority of the Members, including the Chair, shall constitute a quorum.

Order of Business
5. The Order of Business for a Meeting of Community Council shall, in the discretion of the Clerk, follow as closely as possible the Order of Business at Council under this Administrative Order, except for the addition of public participation after notices of motion.

Public Submissions
6. (1) Community Councils may hear and consider a submission or representation from any person who wishes to be heard, and each submission will be limited to five (5) minutes.

(2) If more than one person appears representing a group or association in relation to a particular item, the Committee may require that the persons designate a spokesperson who shall speak on behalf of the group or association so appearing.

Minutes
7. (1) If necessary, the Secretary 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 regular scheduled session will be circulated to each Member preceding the next regular session of the Community Council, at which time the minutes, by resolution, will be approved.

(3) Once approved, the minutes will be available for public distribution

Public Participation
8. (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 or her name and address.

(3) During public participation, each person may speak for a maximum of five (5) minutes.

Done and passed in Council this day of A.D. 2015

Mayor

Clerk

Attachment 2

HALIFAX REGIONAL MUNICIPALITY
ADMINISTRATIVE ORDER NUMBER 48
RESPECTING THE CREATION OF
COMMUNITY COUNCILS

BE IT RESOLVED AS AN ADMINISTRATIVE ORDER of the Council of the Halifax Regional Municipality as follows:

Short Title

1. This Administrative Order may be cited as Administrative Order Number 48, the *Community Council Administrative Order*.

Community Councils

2. There is hereby established the following Community Councils:

(a) the North West Community Council for the area of the Halifax Regional Municipality that on the 6th day of November 2012 is included in:

i) polling district 1, Waverley - Fall River - Musquodoboit Valley;
ii) polling district 13, Hammonds Plains - St. Margarets;
iii) polling district 14, Middle Upper/Sackville - Beaver Bank - Lucasville;
iv) polling district 15, Lower Sackville; and
v) polling district 16, Bedford — Wentworth.

(b) the Harbour East-Marine Drive Community Council for the area of the Halifax Regional Municipality that on the 6th day of November 2012 is included in:

i) polling district 2, Preston - Chezzetcook - Eastern Shore;
ii) polling district 3, Dartmouth South - Eastern Passage;
iii) polling district 4, Cole Harbour — Westphal;
iv) polling district 5, Dartmouth Centre; and
v) polling district 6, Harbourview - Bumside - Dartmouth East.

(c) the Halifax and West Community Council for the area of the Halifax Regional Municipality that on the 6th day of November 2012 is included in:

i) polling district 7, Halifax South Downtown;
ii) polling district 8, Halifax Peninsula North;
iii) polling district 9, Halifax West Armdale;
iv) polling district 10, Halifax — Bedford Basin West;
v) polling district 11, Spryfleld — Sambro Loop - Prospect Road; and
vi) polling district 12, Timberlea - Beechville - Clayton Park West

with the exception of the shaded area of the Halifax Regional Municipality as shown on Schedule 1.

Powers

3. (1) Subject to subsection (3) of this section, sections 29, 30 and 31 of the *Halifax*

Regional Municipality Charter apply to each Community Council.

(2) Repealed

(3) A Community Council shall create no more than two planning advisory committees.

(4) If a Community Council creates a planning advisory committee, the terms of reference for the planning advisory committee be shall be as set out in Schedule 3 of this Administrative Order.

(5) Nothing in this section prevents a Community Council from:

(a) limiting or adding to the duties of a planning advisory committee from those duties prescribed by section 4 of Schedule 3 of this Administrative Order; or

(b) specifying the number of community citizens that must be appointed to a planning advisory committee from a specified District or portion of a District.

Financial Consequences

4. A Community Council shall not pass any resolution or make any decision which could potentially result in financial consequences for the Municipality which are contrary to those which would result from a previous decision of the Regional Council, unless and until the financial consequences are presented to the Regional Council and approved by it.

Policies and Procedures

5. Repealed.

Effective Date

6. This Administrative Order comes into force December 3, 2012.

Done and passed in Council this 27th day of November, A.D. 2012.

_____

Mayor

_____

Clerk

SCHEDULE 1

Polling District 8
Polling District 7
Quinpool Rd
Rainnie Dr
Sackville St
Spring Garden Rd
University Ave
South St
N
Schedule 1 - Area to be Excluded from
Western Community Council
HALIFAX
Downtown Halifax Plan Area
2012 District Boundary Lines
Halifax Plan Area
Downtown Halifax Secondary Municipal Plan Area
HRM does not guarantee the accuracy of any representation on this plan.

SCHEULE 2

Repealed.

SCHEDULE 3

TERMS OF REFERENCE

PLANNING ADVISORY COMMITTEE

Serving Polling Districts _____ and (and the portion of Districts ____ and (map attached)) incorporated into the _____Community Council.

1. **Membership**

   - Up to 2 Community Council Members
   - Up to 8 community citizens

2. **Appointment**

   - Term of Appointment
     - Councillor: 1 year
     - Residents: 2 years
   - Appointments shall be made by the Community Council.
   - The Committee shall annually elect from its non-council members a Chair and Vice-Chair.

3. **Re-appointment of Members**

   - Citizen members may be appointed for a maximum of two (2) consecutive terms.
   - Citizen members may be appointed for more than two (2) consecutive terms when there are no other interested and qualified candidates.

4. **Legislated Duties**

   - To advise the Community Council with respect to the preparation or amendment of planning documents within or affecting (all or portions of) Polling Districts ____,____ and ____ incorporated into the Community Council. The term “planning documents” shall be as defined in clause m of section 209 of *the Halifax Regional Municipality Charter*.
   - To advise the Community Council with respect to planning matters generally within or affecting (all or portions of) Polling Districts _____, _____, and _____incorporated into the Community Council. The term “planning matters” means any discretionary decision of Community Council related to the use and development of land.
   - Hold public meetings associated with municipal planning strategy amendments as deemed necessary.

5. **Additional Duties**

- As may be directed by Community Council.

6. **Meetings**

- The Planning Advisory Committee shall meet at least once per month or as required to conduct business of the Committee. Additional meetings may be scheduled at the discretion of the Chair in consultation with staff.

- The quorum for regular meetings shall be in accordance with Section 74 of Administrative Order One, the Procedure of Council Administrative Order, Quorum of Committee.

- Any member of the Committee who fails to attend three (3) consecutive meetings, without having been excused by the Committee shall vacate the Member's seat in accordance with subsection 3 of section 68 of Administrative Order One, the Procedure of Council Administrative Order, and subsection 1 of section 22 of the Halifax Regional Municipality Charter.

- All Planning Advisory Committee meetings shall be open to the public, or as allowed under Part VII Section 218 (1) of the *Halifax Regional Municipality Charter*.

7. **Procedure**

Meeting procedures shall be governed by the HRM Administrative Order One, the Procedure of Council Administrative Order, as it relates to Committee Procedures.

8. **Remuneration**

Remuneration shall be paid related to travel for attendance at meetings at rates established by Halifax Regional Municipality.

9. **Resignation**

A member may resign from the Committee at any time in accordance with Section 68 of Administrative Order One, the Procedure of Council Administrative Order, Vacating of Position on Committee.