



## BACKGROUND

- Council directed 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...”
- A number of amendments were added in 2011.
- Underlying objective for the review:
  - ❑ Open, transparent and accountable government

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## AREAS IDENTIFIED

Review identified three broad areas for amendments:

- ☐ housekeeping matters
- ☐ revisions to reflect current practice
- ☐ new additions for Council's consideration

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## HOUSEKEEPING MATTERS

- Added new headers and sections numbers for ease of use
- Added new definitions such as CAO and Community Council
- Revised language for consistency such as using “meetings of the Council” throughout
- Moved the Rules Governing Procedures for Community Councils from *Community Council Administrative Order* to Administrative Order One

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## **REVISIONS TO REFLECT CURRENT PRACTISE**

- Addition of Agenda Review
- Revised appointment process for Standing Committees
- Notice may be waived with affirmative vote of 2/3rds **except**
  - ☐ for a by-law or administrative order (HRM Charter requires such notice)
  - ☐ a motion in opposition to a staff report
- Friendly amendments to a motion
  - ☐ do not required a vote
  - ☐ become part of the motion

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## **NEW ADDITIONS**

FOR COUNCIL'S CONSIDERATION

September 22, 2015

## PURPOSES OF THE RULES

Purposes are to:

- provide an open, respectful and orderly forum for public input, debate and decisions
- recognize the functions of the Municipality, including providing good government
- supplement legislative requirements
- provide notice to Members of Council and citizens respecting matters to be considered

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## COMMITTEES

- Added requirement that each Member sit on at least two Standing Committees
- Created Committee of the Whole on Budget
- Standing Committees are the forum for public submissions
  - ☐ standing item of public participation at Community Council continues
  - ☐ public hearings at Regional Council and Community Council are not affected
- Motion at Council arising from a matter discussed at Committee of the Whole must be decided without amendment or debate

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## **ADDITIONS TO AGENDA**

- Presiding Officer may call for a moment of reflection
- Standing item for Declarations of Conflict of Interest
- Information report may be added to the Agenda to ask questions of clarification
  - ☐ Notice is required before start of meeting or deferred until next meeting
  - ☐ Notice cannot be waived

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## **CONSENT AGENDA**

- Created Consent Agenda for routine matters
  - ☐ Minutes of previous meetings
  - ☐ appointments of Council
  - ☐ any other matter set at Agenda Review
- Items may be removed from Consent Agenda
  - ☐ by notifying the Clerk no later than 12 o'clock noon pm on the Monday prior to the meeting of Council
  - ☐ at Council by majority vote

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## **STATUS SHEET**

- Motion deferred for six months without further consideration by Council deemed withdrawn
- Items on status sheet after municipal election deemed withdrawn
  - ☐ New Council can revive any item

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## **MOTIONS FROM STAFF REPORT**

- For matters that went through a committee (not a Standing Committee), recommendation from the staff report goes on the floor unless
  - ☐ no Member moves or seconds the staff recommendation
- An alternative motion may be moved provided
  - ☐ staff recommendation is not moved or seconded
  - ☐ alternative motion arises from the staff report
- Notice of alternative motion must be given prior to meeting being called to order
  - ☐ failure to provide notice defers the matter until the next meeting
  - ☐ deferral of notice cannot be waived

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## **POSSIBLE POINTS FOR DEBATE**

- The extent to which bodies, other than Regional Council, are able to suspend the rules.
- Citizen engagement in municipal policy development.
- The nature of relationship of advisory committees to staff and Regional Council.

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## **STAFF RECOMMENDATIONS**

Committee of the Whole recommend that Halifax Regional Council:

- Adopt Administrative Order One (2015), *Procedures of 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

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## **SUGGESTED AMENDMENTS BY STAFF**

- Version
- Rules Adopted and Suspended
- Consent Agenda
- Standing Committee Membership
- Vice Chair of Committee of the Whole on Budget

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