


TO: Mayor Savage and Members of Halifax Regional Council
Original signed by 

SUBMITTED BY: _____
Richard Butts, Chief Administrative Officer

Original Signed by _____
Mike Labrecque, Deputy Chief Administrative Officer

DATE: October 21, 2015

SUBJECT: Adoption of Administrative Order One

SUPPLEMENTARY STAFF REPORT

ORIGIN

June 25, 2013 motion of Regional Council, as follows:

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.

June 23, 2015 motion of Regional Council which has been referred to Committee of the Whole for discussion, as follows:

THAT Halifax Regional Council 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 the staff report dated June 16, 2015;

THAT this matter be referred for discussion to a Committee of the Whole.

MOTION PUT AND PASSED UNANIMOUSLY.

The motion of June 23, 2015 was brought forward with amendments on September 22, 2015, as follows:

THAT Halifax Regional Council adopt Administrative Order One (2015), *Procedures of the Council Administrative Order*, to repeal and replace Administrative Order One (2011), *Respecting the Procedures of the Council* as set out in Attachment 1 of the staff report dated June 16, 2015, with the following amendments:

1. The title page be amended by adding the words "[Date]";
2. Subsection 4(2) be amended by making the word "subsection" plural and adding the reference "and 59(3)" so it reads:

RECOMMENDATION ON PAGE 3

- (2) Notwithstanding subsection (1), any one or more of the rules of procedures contained herein except for section 5 and subsections 12(5) and 59(3) may be suspended by the affirmative vote of two-thirds (2/3^{ds}) of the Members present and voting.
3. Clause 41(1)(c) be amended by adding the words “for a Community Council or a Committee of Council, any matter set by the Chair and the Municipal Clerk, or delegate” so it reads as follows:
 - (c) any other matter set on the Consent Agenda at Agenda Review or, for a Community Council or a Committee of Council, any matter set by the Chair and the Municipal Clerk, or delegate.
4. Subsection 41(2) be amended by adding the words “or for a Community Council or for a Committee of Council by 12 o'clock noon pm on the business day prior to the meeting” at the end of the subsection so it reads:
 - (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 or for a Community Council or for a Committee of Council by 12 o'clock noon pm on the business day prior to the meeting.
5. Section 115 be amended by:
 - (a) renumbering the section as subsection 2 of section 115; and
 - (b) adding subsection 1 and subsection 3 as follows:
 - (1) For the purposes of this section, Standing Committee shall exclude the Committee of the Whole Council on Budget.
 - (3) Subsection 1 shall not apply to the Mayor.so it reads:
 115. (1) For the purposes of this section, Standing Committee shall exclude the Committee of the Whole Council on Budget.
 - (2) Every Member shall be appointed to at least two Standing Committees.
 - (3) Subsection 1 shall not apply to the Mayor.
6. Section 4 of Schedule 4 is amended by
 - (a) deleting subsection 2;
 - (b) adding at the end of subsection 1 the words “and the Vice Chair shall be the Mayor”; and
 - (c) renumbering subsection 4(1) as section 4so it reads:
 4. The Chair of the Audit and Finance Standing Committee shall be the Chair of the Standing Committee of the Whole on Budget and the Vice Chair shall be the Mayor.

On September 22, 2015, an amendment to the main motion was passed by Committee of the Whole, as follows:

MOVED by Councillor Mason, seconded by Councillor Watts,
THAT Halifax Regional Council amend Administrative Order One (2015), section 30 – Seating of Members – to read:

30. Seating of Members shall be in numerical order of their polling divisions, *unless otherwise agreed to by the Mayor and Clerk.*

MOTION PUT AND PASSED.

LEGISLATIVE AUTHORITY

Section 20 of the *Halifax Regional Municipality 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.*

RECOMMENDATIONS

It is recommended that:

1. Committee of the Whole pass the outstanding amendments as per the motion of September 22, 2015;
2. Make further amendments to the main motion, as follows:
 - (a) section 8 is amended as set out in Attachment 2;
 - (b) subsection 12(6) is amended as set out in section 2 of Attachment 3;
 - (c) section 18A and subsection 41(1A) be added and that section 18 be amended as set out in section 2 of Attachment 6 and Attachment 4;
 - (d) subsection 19(2) be struck and section 47A added as set out in sections 1 and 2 of Attachment 7;
 - (e) section 28 is amended as set out in Attachment 14;
 - (f) subsection 45(5) be amended as set out in section 5 of Attachment 7; and
 - (g) subsection 59(3) is amended as set out in section 1 of Attachment 8.
3. Deal with such other amendments as it sees fit.

It is further recommended that Committee of the Whole recommend that Regional Council pass the main motion of June 23, 2015, as amended.

BACKGROUND

On September 8, 2015, the proposed new Administrative Order One ("AO 1") and staff report dated June 16, 2015 were before Committee of the Whole ("COW") for discussion and debate. As a result of that discussion and debate, a number of questions were raised by Members and staff was asked to address a number of those questions in a Supplementary Report back to Committee of the Whole.

DISCUSSION

The following is a discussion of the questions and comments raised by various Members of Council at COW and by email. We have attempted to attribute the comments to the Member who raised the issue in the body of the report. In the Attachments, staff have grouped the possible changes brought forward by Members by topic and have provided draft wording for consideration by the Members. Staff is recommending six additional amendments as set in the recommendations above.

Rules Adopted and Suspended

Councillor Mason suggested that a Committee of Council should not be able to waive the Rules of Procedure except for the time that a Member may speak to an item. If this is the wish of Council, the appropriate amendment is set out in Attachment 1.

Time of Regular Meeting of Council

Councillor Craig raised, and upon review staff agree that, while this provision was not amended from the current AO 1, it contains a drafting error which may be fixed by amending the provision as set out in Attachment 2. The amendment will require meetings on Tuesdays as scheduled by Council with the hour set by the Chief Administrative Officer and the Mayor.

Information Reports Added to Agenda

Councillor McCluskey raised that subsection 12(5) of the proposed AO 1 provides that 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 meeting of the Council. The purpose of this is so staff will be available to come to Council to answer questions. The question was raised at COW as to whether this could also include a requirement for staff to make a presentation. An amendment to subsection 12(5) could be made to permit the Member to ask for a staff presentation at the same time. If this is the desire of Council the appropriate amendment is set out in Attachment 3, section 1.

Councillor Karsten has suggested that the ability to bring forward an information item for questions of clarification be deleted or to require that the Councillor bringing the matter forward must also at the same time advise of a motion that they intend to bring.

Upon review, subsection 25(6) of the existing AO 1 provides that a request for an added item shall include an explanation of the item, the reasons for making it as well as a copy of the resolution which Council will be requested to consider. Staff proposes to include this requirement in the section of the proposed AO dealing with Information Matters. The proposed amendment is set out in Attachment 3, section 2.

Agenda Review

It has come to the attention of staff that the Agenda Review process is being utilized in some cases for Community Councils and for Standing Committees. Staff therefore recommends that appropriate enabling provisions be added to the proposed AO 1 as set out in Attachment 4.

Consent Agenda

Staff has included a process for a consent agenda to the order of business in section 41 of the proposed AO 1 for routine items or non-controversial items that may be approved in one motion by the Council rather than separate votes on each item. This direction was given by Council resolution during a previous district boundaries process in 2010. At that time it was seen as a way of achieving greater efficiency at Regional Council meetings. The motion of Council provided, in part, the following:

3. Approve the adoption in principle by Halifax Regional Council of the use of Consent Agendas, with the goal of achieving greater effectiveness at Regional Council meetings.

In accordance with this, amendments are proposed to enable this in the proposed new Administrative Order One.

Councillor Craig suggested the removal of Consent Agenda from the proposed AO 1. Amendments could be made to the current proposed draft to delete the process of a Consent Agenda. The required amendments to achieve this are set out in Attachment 6, section 1.

The proposed AO 1 provides for ability for a Member to have an item removed from the Consent Agenda provided notice is given by noon the day before the Council meeting. Items may still be removed at the Council meeting however a majority vote of the Members will be required to do so. Councillor Watts suggested changing the time frame for a Member to have an item automatically removed from noon the day before to 9:00 am the day of the Council meeting. Council may consider such alternatives. The amendment to effect this change of time is set out in Attachment 6, section 3.

Councillor Watts also noted there is no ability to have items added to the Consent Agenda except at Agenda Review. Attachment 6, sections 4 and 5, provide the ability to add items to the Consent Agenda by majority vote prior to approval of the Consent Agenda.

During Staff's review of this matter, it came to our attention that certain items should not be permitted to be added to a Consent Agenda as they require special legislative processes. These include first or second reading of by-laws and land use bylaws, administrative orders, development agreements, incentive or bonus zoning agreements and appeals. The necessary amendment is attached as Attachment 6, section 2.

Public Submissions

Councillor Outhit raised the issue of whether the rules should give discretion to the Mayor to permit presentations at Regional Council. The current proposed AO 1 provides that the forum for public submissions shall be the Standing Committees. One way to achieve this is to include that discretion into the AO and to amend subsection 43(1) to clarify that the "primary" forum for public submissions shall be the Standing Committees. These amendments are set out in Attachment 7, sections 3 and 4. During this review, staff identified that subsection 45 (5) should say "presenter" rather than "presentation" as a presenter is heard.

Another issue raised relates to a requirement for a standing item of Public Participation at the Standing Committees similar to the current practice at Community Councils. In order to effect this, there would need to be an amendment to the Order of Business and the Terms of Reference to the Standing Committees to include similar rules as currently exist in relation to Public Participation at Community Councils (five minute rule and no more than two speakers). These amendments are set out in Attachment 7, sections 7, 8, 9, 10, 11, and 12. This does not include Public Participation at the Appeals Committee because the focus of that committee is adjudication of specific matters where such public participation would not be relevant.

Staff, in its review, also identified two amendments with respect to Petitions. The first relates to Councillor Watts question regarding the intent of subsection 19(2). Staff identified that this provision is more properly located as section 47A and that the wording needs to be clarified to make it clear that any Member may move a motion that a member of the public be heard. These amendments are set out in Attachment 7, sections 1 and 2.

The second amendment originated with Councillor Hendsbee who suggested that only the district Councillor be able to place a petition before Council. The amendments to effect this are found in Attachment 7, section 6. It should be noted however, that such an amendment would prevent the Mayor

from being able to present a petition and, as many petitions may contain names from more than one district, there may be some question respecting which Councillor is the district Councillor.

The next issue relates to content of Public Participation at a Community Council. This was raised by Councillor Craig. Attachment 7, section 13, contains an amendment which would allow the Chair of Community Council to remind the members of the public at a Public Participation that any comments that they wish to make in reference to a matter that is coming before the Community Council at a public hearing or an appeal hearing must be made at the time of the public hearing or appeal hearing before the Community Council.

The last issue in respect of public submissions, relates to when public participation occurs during Committee of the Whole on Budget. Councillor Watts raised that public participation should occur immediately after the staff presentation. The amendment to give effect to this change is found in Attachment 12.

Subsection 59(3) – Motion in Opposition from Staff Report

Councillor Rankin raised that the wording of subsection 59(3) would mean that a Member could not move an alternative motion that was identified in the staff report and that to do so would mean that the matter was automatically deferred until the next Council meeting. Staff is supportive of this clarification. This amendment is set out in Attachment 8, section 1.

Councillor Watts raised that a Member should be required to file, with the Clerk, the wording of the alternative motion by 9:00 am of the day of the meeting rather than by the meeting being Called to Order. This would provide additional time for Members to review it. This amendment is set out in Attachment 8, section 2.

Status Sheet

Councillor Craig raised that items on the status sheet should not be withdrawn after an election. The amendment to effect the removal of the deemed withdrawal are set out in Attachment 9, section 1.

One of the Councillors also raised that the first meeting of the new Council does not provide enough time to review the Status Sheet. Amendments extending the withdrawal after the second regular meeting are found in Attachment 9, section 2.

Ratification Votes

Councillor Hendsbee raised that a ratification vote of a motion passed by the Committee of the Whole may not be amended or debated at Regional Council. Amendments to give effect to this change are found in Attachment 10. It should be noted that this will allow the entire debate to occur a second time at Regional Council, a process which is normally not permitted unless a motion of rescission or reconsideration is passed.

Auditor General

Councillor Karsten raised that the Terms of Reference of the Audit and Finance Standing Committee are silent respecting professional development and professional affiliation expenses of the Auditor General. Amendments requiring the Audit and Finance Standing Committee to approve these expenses before they are incurred are found in Attachment 11.

Environmental and Sustainability Standing Committee

Councillor Watts, as Chair of the Standing Committee, raised removing the liaison provision respecting the Regional Resource Utility Board and the Harbour Solution Project. The amendments to give effect to these changes are found in Attachment 13. It should be noted that staff has been unable to determine if

the Board still exists and that Halifax Water provides the services of Harbour Solutions.

Presiding Officer

Subsection 12(2) of the *HRM Charter* provides that, during the absence of the Mayor, the Deputy Mayor shall preside. If neither the Mayor nor Deputy Mayor is present, the Council may appoint a person to preside from among the Council members present. Staff is recommending that section 28 be amended to reflect subsection 12(2) of the *HRM Charter*. Amendments to effect this change are found in Attachment 14.

Summary - Additional Amendments Recommended by Staff

In summary, staff have reviewed all the requests arising from Members and are recommending further amendments to the motion currently before Committee of the Whole.

Information Matters – 12(6)

Councillor Karsten has suggested that the ability to bring forward an information item for questions of clarification be deleted or to require that the Councillor bringing the matter forward must also at the same time advise of a motion that they intend to bring.

Upon review, subsection 25(6) of the existing AO 1 provides that a request for an added item shall include an explanation of the item, the reasons for making it as well as a copy of the resolution which Council will be requested to consider. Staff proposes to include this requirement in the section of the proposed AO dealing with Information Matters. The proposed amendment is set out in Attachment 3, section 2.

Time of Regular Meeting of Council

Councillor Craig raised, and upon review staff agree that, while this provision was not amended from the current AO 1, it contains a drafting error which may be fixed by amending the provision as set out in Attachment 2. The amendment will require meetings on Tuesdays as scheduled by Council with the hour set by the Chief Administrative Officer and the Mayor.

Consent Agenda and Agenda Review

During Staff's review of this matter, it has come to the attention of staff that the Agenda Review process is being utilized in some cases for Community Councils and for Standing Committees. Staff therefore recommends that appropriate enabling provisions be added to the proposed AO 1 as set out in Attachment 4. As well, it has come to our attention that certain items should not be permitted to be added to a Consent Agenda as they require special legislative processes. These include first or second reading of by-laws and land use bylaws, administrative orders, development agreements, incentive or bonus zoning agreements and appeals. The necessary amendment is attached as Attachment 6, section 2 and Attachment 4

Presentations

Councillor Watts asked about the intent of subsection 19(2). Staff identified that this provision is more properly located in section 47 and that the wording needs to be clarified to make it clear that any Member may move a motion that a member of the public be heard. These amendments are set out in Attachment 7, sections 1 and 2. As well, staff identified that 45(5) should prevent a presenter from being heard.

Subsection 59(3)

Councillor Rankin raised that the wording of subsection 59(3) would mean that a Member could not move an alternative motion that was identified in the staff report and that to do so would mean that the matter was automatically deferred until the next Council meeting. Staff is supportive of this clarification as notice that Council may consider alternative has been given in the staff report. This amendment is set out in section 1 of Attachment 8.

Presiding Officer

Subsection 12(2) of the *HRM Charter* provides that, during the absence of the Mayor, the Deputy Mayor shall preside. If neither the Mayor nor Deputy Mayor is present, the Council may appoint a person to preside from among the Council members present. Staff is recommending that section 28 be amended to reflect subsection 12(2) of the *HRM Charter*. Amendments to effect this change are found in Attachment 14.

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 further amendments to the recommended Administrative Order One. This may require a further staff report.

ATTACHMENTS

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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.

Report Prepared by: Derk Slaunwhite, Senior Solicitor, 902.490.4226
Karen Brown, Senior Solicitor, Team Lead, 902.490.4226

Report Approved by: John Traves, Q.C., Director, Legal, Insurance & Risk Management Services, 902.490.4226

**ATTACHMENT 1
RULES ADOPTED AND SUSPENDED**

1. Subsection 4(2) is amended by adding the words “Council, Committee of the Whole, Community Council or a Standing Committee” after the word “by” and before the words “the affirmative” so it reads:
 - (2) Notwithstanding subsection (1), any one or more of the rules of procedures contained herein except for section 5 and subsections 12(5) and 59(3) may be suspended by **Council, Committee of the Whole, Community Council or a Standing Committee** by the affirmative vote of two-thirds ($2/3^{\text{rds}}$) of the Members present and voting.
2. Subsection 4(3) is added as follows:
 - (3) A Committee, other than a Standing Committee or Committee of the Whole, may only suspend the rules of procedure respecting the number and length of time a person may speak pursuant to clause 45(1) (d), section 83 and subsection 131(1).

**ATTACHMENT 2
REGULAR MEETING OF COUNCIL**

1. Section 8 is amended by:
 - (a) adding the words “on such” after the word “meet” and before the word “Tuesday”;
 - (b) making the word “Tuesday” plural;
 - (c) adding the words “determined by Council, and shall be held at such” after the newly pluralized word “Tuesdays” and before the words “an hour”; and
 - (d) striking out the comma and words “, with the exception of vacation periods as determined by the Council by resolution”;

so it reads:

The Council shall meet **on such** Tuesdays **determined by Council, and shall be held 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.~~

**ATTACHMENT 3
INFORMATION REPORTS**

Addition of Staff Presentation

1. Subsection 12(5) is amended by:
 - (a) striking out the word “asking” after the word “of” and before the word “questions”;
 - (b) adding the words “a staff presentation or to ask” after the words “purpose of” and before the word “questions” so it reads:
 - (5) A Member may request that an information report be added to the Agenda for the purpose of ~~asking~~ a staff presentation or to ask 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.
2. Subsection 12(6) is added after subsection 12(5) and before section 13 as follows:
 - (6) The request required to be submitted pursuant to subsections (4) and (5) shall include an explanation of the item and the reasons for making it as well as a copy of a draft motion which Council will be requested to consider.

**ATTACHMENT 4
AGENDA REVIEW**

1. Subsection 18 (1) is amended by adding the words and commas “, Committee of the Whole, a Community Council or a Standing Committee” after the word “Council” and before the period so it reads:

- (1) The Agenda may be reviewed prior to a meeting of the Council, **Committee of the Whole, a Community Council or a Standing Committee.**

2. Subsection 18(2) is amended by adding the words “or Committee of the Whole” after the word “Council” and before the words “the following” so it reads:

If an Agenda review is conducted for Council **or Committee of the Whole**, the following Members and staff shall be notified and permitted to attend:

3. Clause 18(3a) is amended by adding the words and comma “, except for those items listed in subsection 41(1A)” at the end of the clause so it reads:

During the Agenda Review, the Mayor and CAO jointly may: (a) move any item onto the Consent Agenda, **except for those items listed in subsection 41(1A);**

4. Section 18A is added after section 18 and before section 19 as follows:

- (1) If an Agenda review is conducted for a meeting other than Council or Committee of the Whole, the following Members and staff shall be notified and permitted to attend:

- (a) the Chair and the Vice Chair;
 - (b) the CAO, or delegate;
 - (c) the DCAO, or delegate;
 - (a) the Municipal Solicitor, or delegate;
 - (b) Clerk, or delegate; and
 - (f) the secretary of the Committee or the Community Council.

- (2) During the Agenda Review, the Chair and CAO jointly may:

- (a) move any item onto the Consent Agenda, except for those items listed in subsection 41(1A);
 - (b) defer any item on the Agenda to a subsequent meeting; or
 - (c) cancel any meeting of the Committee or Community Council, where, in their judgement, the holding of the meeting is not justified or for any other reason which in their judgement appears appropriate.

- (3) In the absence of the Chair or the CAO, the Vice Chair or the DCAO shall stand in the place and stead of the Chair or the CAO.

ATTACHMENT 5
SEATING OF MEMBERS

1. Section 30 is amended by adding the comma and words “, unless otherwise agreed to by the Mayor and Clerk” after the word “divisions” and before the period so it reads

Seating of Members shall be in numerical order of their polling divisions, unless otherwise agreed to by the Mayor and Clerk.

**ATTACHMENT 6
CONSENT AGENDA**

Removal of Consent Agenda

1. Consent Agenda be removed from the proposed Administrative Order One by striking out:
 - (a) the words, dash and dots “- Consent Agenda41” from the Table of Contents;
 - (b) clause 3(f);
 - (c) clause 18(3)(a);
 - (d) clause 36(c);
 - (e) subsection 40(6); and
 - (f) section 41, including the header.

Additions to Consent Agenda

Staff Recommendation

2. Subsection 41(1A) is added after subsection 41(1) and before subsection 41(2) as follows:
 - (1A) Notwithstanding subsection 1, the following matters shall not be set on the Consent Agenda:
 - (a) First or Second Readings of by-laws and land use by-laws, including any amendments thereto;
 - (b) Administrative Orders;
 - (c) development agreements and incentive or bonus zoning agreements, including any amendment thereto; or
 - (d) appeals.

Amendment to Change Notification Time

3. Subsection 41(2) is amended by:
 - (a) striking out the words and number “12 o’clock noon pm on the Monday prior to” after the words “than” and before the words “the meeting”;
 - (b) striking out the words “of Council” at the end of the subsection; and
 - (c) adding the words “9:00 am on the day of” after the words “than” and before the words “the meeting”so it reads:
 - (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~~ **9:00 am on the day of** the meeting ~~of Council~~.

Amendment to Add Items to Consent Agenda

4. Subsection 41(3) is amended by adding “or add an item to” after the word “from” and before the words “the Consent” so it reads:
 - (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 **or add an item to** the Consent Agenda, and such motion shall be determined by a majority vote of the Members present and voting.

5. Subsection 41(4) is amended by adding the words “or added” after the word removed and before the words “by motion” so it reads:
 - (4) Once the items, if any, have been removed **or added** 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.

**ATTACHMENT 7
PUBLIC SUBMISSIONS**

Petitions

1. Section 19 is amended by striking out subsection 2.
2. Section 47A is added after section 47 as follows:

When an individual wishes to be heard in respect of a petition before Council, any Member may move a motion that the member of the public be heard.

Discretion to Place Presentation at Community Council or Council

3. Subsection 19(4) is amended by
 - (a) decapitalizing the word “the” at the beginning of the subsection; and
 - (b) adding the words and comma to the beginning of the subsection “Unless otherwise determined by the Mayor and the CAO jointly,” so it reads:
 - (4) **Unless otherwise determined by the Mayor and the CAO jointly,** 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.
4. Subsection 43 (1) is amended by adding the word “primary” after the word “the” and before the word “forum” so it reads:
 - (1) The Standing Committees shall be the **primary** forum for public input at the Council.

Staff Recommendation

5. Section 45 is amended by:
 - (a) striking out the word “presentation” after the word “A”; and
 - (b) adding the words “presenter or presenters”;

so it reads:

- (5) A **presentation presenter,** 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.

Requirement that Petitions be Placed By District Councillor

6. Section 47 is amended by adding subsection 3A after subsection 3 and before subsection 4 as follows:
 - (3A) A petition shall only be placed before Council by a Councillor who is the district Councillor, as determined by the Clerk.

Standing Item of Public Participation at Standing Committee

7. Subsection 114 (2) is amended by adding the comma and words “, except for the addition of public participation after notices of motion” after the word “Business” and before the period so it reads:
 - (2) The headings of the Agenda shall be the same as the Order of Business, **except for the addition of public participation after notices of motion.**

8. Schedule 2 is amended by adding section 11A after section 11 and before section 12 as follows:
 - (1) The Audit and Finance Standing Committee 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 Audit and Finance Standing Committee may require that the persons designate a spokesperson who shall speak on behalf of the group or association so appearing.
9. Schedule 3 is amended by adding section 10A after section 10 and before section 11 as follows:
 - (1) The Community Planning and Economic Development Standing Committee 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, Community Planning and Economic Development Standing Committee may require that the persons designate a spokesperson who shall speak on behalf of the group or association so appearing.
10. Schedule 5 is amended by adding section 11A after section 11 and before section 12 as follows:
 - (1) The Environment and Sustainability Standing Committee 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, Environment and Sustainability Standing Committee may require that the persons designate a spokesperson who shall speak on behalf of the group or association so appearing.
11. Schedule 6 is amended by adding section 12A after section 12 and before section 13 as follows:
 - (1) The Executive Standing Committee 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, Executive Standing Committee may require that the persons designate a spokesperson who shall speak on behalf of the group or association so appearing.
12. Schedule 7 is amended by adding section 11A after section 11 and before section 12 as follows:
 - (1) The Transportation Standing Committee 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 Transportation Standing Committee may require that the persons designate a spokesperson who shall speak on behalf of the group or association so appearing.

Restricting Public Participation Comments

13. Schedule 8, Community Councils Rules Governing Procedures, is amended by adding subsection 6(3) after subsection 6(2) as follows:

- (3) Before the first speaker is heard, the Chair may remind the speakers that any comments made during public participation in respect of matters requiring a public hearing, such as the approval of a development agreement, or in respect of an appeal heard by Community Council, such as a variance appeal, cannot be considered by Community Council in reaching a decision unless the comments are made during the public hearing or during the speaking portion of the appeal hearing.

**ATTACHMENT 8
MOTION IN OPPOSITION TO THE STAFF REPORT**

Alternative in Staff Report

1. Subsection 59(3) is amended by adding the words “that is not listed as an alternative motion un the staff report” after the word “section” and before the word “shall” so it reads:

(3) An alternative motion pursuant to this section **that is not listed as an alternative motion in the staff report** 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).

Alternative Motion Required by 9:00 am

2. Subsection 59(3) is amended by:
 - (a) striking out the words “prior to the meeting of the Council being Called to Order” after the word “Clerk” and before the words “and the”; and
 - (b) adding the words and numbers “by 9:00 am of the day of the meeting” after the word “Clerk” and before the words “and the”;

so it reads:

- (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 **by 9:00 am of the day of the meeting** ~~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).

Consolidation of Two Amendments

It would read:

- (3) An alternative motion pursuant to this section **that is not listed as an alternative motion in the staff report** shall be deferred until the next meeting unless the alternative motion has been circulated to the Clerk **by 9:00 am of the day of the meeting** ~~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).

**ATTACHMENT 9
STATUS SHEET**

Amendment to remove deemed withdrawal

1. Section 76 is amended by striking out subsection 2 and renumbering subsection 76(1) as section 76 so it reads as follows:

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

Amendment to deemed withdrawal

2. Section 76 is amended by:

- (a) adding to subsection 2 the words and comma “, the status sheet shall be tabled and” after the words “Members” and before the words “any matter”;
- (b) adding the word “deemed” after the word “are” and before the word “withdrawn”; and
- (c) adding the words “at the first or second regular meeting” at the end of the subsection

so it reads:

- (2) At the first meeting of the subsequent Council following the swearing into office of the new Members, the status sheet shall be tabled and any matter on the status sheet are deemed withdrawn unless revived by a majority vote of the Members present and voting at the first or second regular meeting.

**ATTACHMENT 10
COMMITTEE OF THE WHOLE**

1. Section 142 is amended by:

- (a) striking out the words “shall be decided without amendment or debate” after the word and comma “Whole,” and before the period; and
- (b) adding the words: “may be amended or debated” after the word and comma “Whole,” and before the period,

so it reads:

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~~ **may be amended or debated.**

ATTACHMENT 11
AUDITOR GENERAL

1. Schedule 2 is amended by adding section 4A after section 4 and before section 5 as follows:

Auditor General

4A. The Chair and Vice Chair of the Committee shall review and approve the expenses of the Auditor General respecting employment and professional development expenses, such as travel, conferences and training, and for the purposes of:

- (a) the *Employment Expense Reimbursement Policy*, the Chair and Vice Chair of the Audit and Finance Standing Committee stand in the place of the business unit;
- (b) the Employee Learning & Development Policy, the Chair and Vice Chair of the Audit and Finance Standing Committee stands in the place of the approval authority; and
- (c) the Request for Education Reimbursement Policy, the Chair and Vice Chair of the Audit and Finance Standing Committee stand in the place of the manager for approval and the HRM Corporate Training office for a review to determine if it meets the conditions under the policy.

ATTACHMENT 12
COMMITTEE OF THE WHOLE ON BUDGET

1. Schedule 4 is amended by adding subsection 9(1A) after subsection 9(1) and before 9(2) as follows:
 - (1A) The submission or representations shall be heard immediately after the staff presentation on the matter and any questions of clarification from the Members.

**ATTACHMENT 13
ENVIRONMENT AND SUSTAINABILITY STANDING COMMITTEE**

1. Schedule 5 is amended by:

- (a) striking out clause 3(c);
- (b) adding the word “and” after the semi colon in clause 3(a);
- (c) striking out the semi colon and word “and” at the end of the clause 3(b);
- (d) adding a period at the end of clause 3(b);
- (e) striking out subclause 6(b)(ii);
- (f) striking out the semi-colon after the word “including” in clause 6(b);
- (g) renumbering subclause 6(b)(i) as clause 6(b);

so it reads:

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; and

(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.~~

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 ~~(f)~~ 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.

**ATTACHMENT 14
PRESIDING OFFICER**

1. Subsection 28(3) is amended by
 - (a) striking out the words “the immediate past Deputy Mayor shall preside until the arrival of the Mayor or the Deputy Mayor” after the word “preside” and before the period;
 - (b) adding the words “the Council may appoint a person to preside from among the Members present.” so it reads:
 - (2) 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~~ the Council may appoint a person to preside from among the Members present.
2. Subsection 28(4) is struck out and subsection 28(5) and 28(6) are renumbered as subsections 28(4) and 28(5).