

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

Amended September 4, 1997
Amended October 30, 2002
Amended January 8, 2009

HARBOUR EAST COMMUNITY COUNCIL RULES OF PROCEDURE

DEFINITIONS:

1. In this resolution,
 - (a) “Community Council” means the Harbour East Community Council consisting of the members of the Halifax Regional Council elected in polling district 4, Cole Harbour North/Cherry Brook, polling district 5, Eastern Passage/Cole Harbour South, polling district 6, Dartmouth Westphal/Waverley Road, polling district 7, Dartmouth Woodlawn, polling district 8, Dartmouth Woodside, polling district 9, Dartmouth Albro Lake/Harbourview and polling district 10, Dartmouth Centre
 - (b) “Member” means a member of a Community Council.
 - (c) “Chair” means the Chair of the Community Council.
 - (d) “Vice-Chair” means the Vice-Chair of the Community Council.

CHAIR:

2. (1) The Community Council shall, at its first meeting, elect a Chair and Vice-Chair. The first Chair and Vice-Chair shall hold office until the first meeting of the Community Council to be held in November, 1997, at which meeting the Community Council shall elect a Chair and Vice-Chair from among its members for a term of one year. Thereafter, the Community Council shall annually elect a Chair and Vice-Chair from among its members in accordance with the requirements of the *Halifax Regional Municipality Act*.
 - (2) The Chair shall preside at all meetings of the Community Council.
 - (3) In the absence of the Chair the Vice-Chair shall preside.
 - (4) In the absence of the Chair and the Vice-Chair, a Chair shall be appointed from the members present.

MEETINGS:

3. (1) There shall be ten (10) regular meetings of the Community Council in each year to be held on the first Thursday in each month, except that if the first Thursday in each month shall fall on a holiday, that regular meeting shall not be held. The Community Council may, by resolution, establish a summer meeting schedule.

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

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

(4) The meetings shall commence at 6:00 o'clock in the afternoon.

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

QUORUM:

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

PROCEDURE:

5. Except as otherwise provided in this resolution, the procedure applicable to meetings of the Council of the Municipality, including the procedures prescribed by the Procedure of Council Administrative Order, shall apply *mutatis mutandis* to meetings of the Community Council.

MINUTES:

6. (1) If necessary, the Secretary of the Community Council may appoint a recording secretary to assist the Secretary in taking the minutes of each session of the Community Council.

(2) The minutes of each session will be circulated to each Community Council member preceding the next session at which time the minutes, by resolution, will be approved.

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

PUBLIC PARTICIPATION:

7. (1) Regular scheduled meetings of the Community Council will include at the end of its agenda the opportunity for public participation.

(2) During public participation all questions are to be directed through the Chair.

PUBLIC HEARINGS:

8. Any public hearings the Community Council is required to hold will be held at the first meeting of the month, unless otherwise determined by resolution by the Community Council.

REPRESENTATION AND PRESENTATION TO THE COMMUNITY COUNCIL:

9. (1) Interest groups or delegations wishing to make a presentation are required to advise the Secretary of the Community Council two (2) weeks prior to the date of the meeting at which they would like to present.

(2) The Community Council will endeavour to hear the presentation on the date the delegation requested, but, if not possible, at the next regular meeting.

THIS IS TO CERTIFY that the above
Rules of Procedure were adopted by motion
At a Harbour East Community Council
meeting duly held on the 28th day of
November, 2002.

GIVEN under the hand of the Secretary of
the Harbour East Community Council this
day of November, 2002.

January 8, 2009 amended to reflect start time as 6:00 p.m.