

**ADMINISTRATIVE ORDER NUMBER 2017-003-GOV
RESPECTING THE FEDERATION OF CANADIAN MUNICIPALITIES ADVISORY COMMITTEE**

WHEREAS the Halifax Regional Municipality will host the 2018 Annual Conference and Trade Show of the Federation of Canadian Municipalities from Friday June 1, 2018 until Monday June 4, 2018;

AND WHEREAS the Agreement respecting the 2018 Annual Conference and Trade Show of the Federation of Canadian Municipalities has been entered into;

AND WHEREAS Council desires to establish a committee to provide advice and recommendations to staff respecting the Agreement;

Short Title

1. This Administrative Order may be cited as the *FCM Advisory Committee Administrative Order*.

Purpose

2. The purpose of this Administrative Order is to establish a Committee which will review, evaluate and make recommendations to the Project Manager, or delegate, arising from the Agreement.

Interpretation

3. In this Administrative Order,

(a) "Administrative Order One" means the *Procedures of the Council Administrative Order*, as adopted by Council on November 10, 2015 and all amendments thereto;

(b) "Agreement" means the Hosting Agreement between the Municipality and the Federation of Canadian Municipalities approved by Council on October 1, 2013, and all amendments thereto;

(c) "Committee" means the Federation of Canadian Municipalities Advisory Committee;

(d) "Council" means the Council of the Municipality;

(e) "Municipality" means the Halifax Regional Municipality; and

(f) "Project Manager" means the employee of the Municipality that is designated by the Chief Administrative Officer to be the FCM Project Manager.

Establishment of Committee

4. The Committee is hereby established.

Duties

5. The duties of the Committee are to provide advice and recommendations to the Project Manager, or delegate, on matters arising from, or in respect to, the Agreement.

Membership

6. (1) The Committee shall be comprised of the Mayor and up to seven (7) Councillors that are appointed by Council, including at least one appointment that is a member of the Board of Directors for the Federation of Canadian Municipalities.

(2) Appointments may be made by Council without nominations from a Standing Committee.

7. The term of each appointment shall expire on July 1, 2018 unless otherwise extended by resolution of Council.

Chair

8. The Chair shall be elected at the first meeting of the Committee.

Vacancies of Members

9. A Member of the Committee may vacate his or her position on the Committee in accordance with section 125 of Administrative Order One.

10. A member of the Committee ceases to be a member of the Committee if and when the member ceases to be a Council member.

11. A member of the Committee that is also a member of the Board of Directors for the Federation of Canadian Municipalities continues to be a member of Committee if he or she ceases to be a Board member if:

(a) another member of the Committee is also a member of such Board; or

(b) until such time as Council appoints a new member of the Committee that is also a member of the Board.

Meetings of Committee

12. The provisions of Administrative Order One shall apply to the Committee.

13. A majority of the numbers of Members of Committee that are appointed by Council is a quorum for a meeting of the Committee.

14. In the absence of the Chair, the Members of the Committee may appoint a Member of the Committee to chair the meeting.

15. Pursuant to clause 20(1)(c) of the *Halifax Regional Municipality Charter*, Council delegates the power to direct staff to prepare reports to the Committee provided that:

(a) the topic of the report is consistent with the duties of the Committee as expressed in this Administrative Order; and

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

Remuneration

16. A Member of the Committee is not entitled to additional remuneration for serving on the Committee but may be reimbursed for expenses incurred as a Committee Member.

Done and passed in Council this 25th day of April A.D. 2017.

Mayor

Deputy Municipal Clerk

I, Sherryl Murphy, Deputy Municipal Clerk for Halifax Regional Municipality, hereby certify that the above-noted Administrative Order was passed at a meeting of the Halifax Regional Council held on April 25, 2017.

Sherryl Murphy, Deputy Municipal Clerk

Notice of Motion:
Approval:

April 11, 2017
April 25, 2017