

**ADMINISTRATIVE ORDER NUMBER 2022-001-GOV
RESPECTING THE SPECIAL ADVISORY COMMITTEE FOR THE
2022 HALIFAX REGIONAL MUNICIPALITY DISTRICT BOUNDARY REVIEW**

WHEREAS in 2022 the Council of the Halifax Regional Municipality is required by section 369 of the *Municipal Government Act*, S.N.S. 1998, c. 18, to undertake a study of the number and boundaries of polling districts in the municipality, their fairness and reasonableness and the number of councillors;

AND WHEREAS on December 14, 2021, the Council passed a resolution to conduct the 2022 District Boundary Review in two phases: Phase I to determine the size of Council and its governance structure, and Phase II to set the specific district boundaries;

AND WHEREAS on December 14, 2021, the Council also passed a resolution directing the establishment of a committee of experts to conduct Phase II of the District Boundary Review;

BE IT RESOLVED AS AN ADMINISTRATIVE ORDER of the Council of the Halifax Regional Municipality under the authority of the *Halifax Regional Municipality Charter*, S.N.S. 2008, c. 39, as amended, as follows:

Short Title

1. This Administrative Order may be known as the *District Boundary Resident Review Panel Administrative Order*.

Interpretation

2. In this Administrative Order,

(a) “Committee” means the District Boundary Resident Review Panel;

(b) “community of interest” includes history, recreational issues, tax rates and area rates, water and sewer services, fire protection service areas, traffic infrastructure and pattern, planning boundaries, language and ethnic origin, school districts, shopping patterns and business centres, and existing communities;

(c) “Council” means the Council of the Halifax Regional Municipality;

(d) “District Boundary Review” means the study required by section 369 of the *Municipal Government Act* to be undertaken by the Council in 2022; and

(e) “Municipality” means the Halifax Regional Municipality.

Purpose

3. The purpose of this Administrative Order is to establish a special advisory committee comprised of residents, to be called the District Boundary Resident Review Panel, which will advise the Council on the boundaries of the municipal electoral districts for the Municipality as part of the Phase II of Council’s process to develop its application to the Nova Scotia Utility and Review Board for the 2022 District Boundary Review.

Establishment of Committee

4. There is hereby established the District Boundary Resident Review Panel as a special advisory committee to Regional Council.

Duties of the Committee

5. The Committee shall advise Council, through Executive Standing Committee, on proposed boundaries for the electoral districts of the Municipality by:

(a) leading a public engagement process in alignment with this Administrative Order and guidance from past decisions of the Nova Scotia Utility and Review Board;

(b) analyzing responses and themes from public engagement to inform the Committee's recommendations to Council; and

(c) adjusting the current district boundaries to develop proposed boundaries that take into consideration:

(i) the direction of Regional Council from Phase I of the District Boundary review;

(ii) the results of the public engagement process; and

(iii) the objectives set out in section 368(4) of the *Municipal Government Act*, including consideration of the number of electors, relative parity of voting power, population density, community of interest, and geographic size.

6. The Committee shall participate in the Nova Scotia Utility and Review Board process as required.

Outreach and Engagement

7. (1) The Committee shall conduct public engagement and provide opportunities for organizations and members of the public to participate in discussion of issues within the mandate of the Committee.

(2) The Committee shall provide such public opportunities as it determines appropriate and encourage as wide a range of persons as reasonably possible to participate in discussion and make submissions to the Committee.

(3) The Committee shall provide a report to Executive Committee on its public engagement. The report shall include how engagement addressed communities of interest.

Formulation of Advice and Recommendations

8. The Committee shall provide its advice and recommendations to the Council through the Executive Standing Committee.

9. The Committee shall submit its final report and recommendations to the Executive Standing Committee no later than the Executive Standing Committee's November, 2022 meeting.

Public Appointment Policy

10. Except as herein provided, the provisions of the Public Appointment Policy shall apply to the Committee.

Membership

11. There shall be a minimum of three (3) and a maximum of seven (7) members appointed to the Committee by the Council by resolution.

12. Only those applicants with professional expertise in the fields of urban planning, municipal governance, public policy, political science, or other relevant fields, shall be eligible for appointment as members of the Committee.

13. Council shall give consideration to appointing at least one member from each of the rural, suburban, and urban areas of the Municipality.

14. Members of the Committee shall be appointed by Council for the duration of the Committee.

Meetings of Committee

15. The provisions of Administrative Order One shall apply to the Committee, but the Committee may suspend any of the provisions by the affirmative vote of two-thirds of the members present and voting.

16. The Committee's meetings shall be in accordance with section 19 of the *Halifax Regional Municipality Charter*.

17. Pursuant to clause 20(1)(c) of the *Halifax Regional Municipality Charter*, Council delegates the power to direct Municipal staff to prepare reports to the Committee provided that the topic of the report is consistent with the duties of the Committee as set out in this Administrative Order.

General

18. The Chief Administrative Officer may assign Municipal staff with the required expertise to advise the Committee as required.

19. The Committee's mandate is complete, and the Committee is dissolved, upon the issuance of the Order by the Nova Scotia Utility and Review Board giving effect to the boundaries of the polling districts.

Done and passed in Council this 8th day of February, A.D. 2022.

Mayor Mike Savage

Iain MacLean, Municipal Clerk

I, Iain MacLean, Municipal Clerk of the Halifax Regional Municipality, hereby certify that the above-noted Administrative Order was passed at a meeting of the Halifax Regional Council held on February 8, 2022.

Iain MacLean, Municipal Clerk

Notice of Motion:
Approval:

January 25, 2022
February 8, 2022