

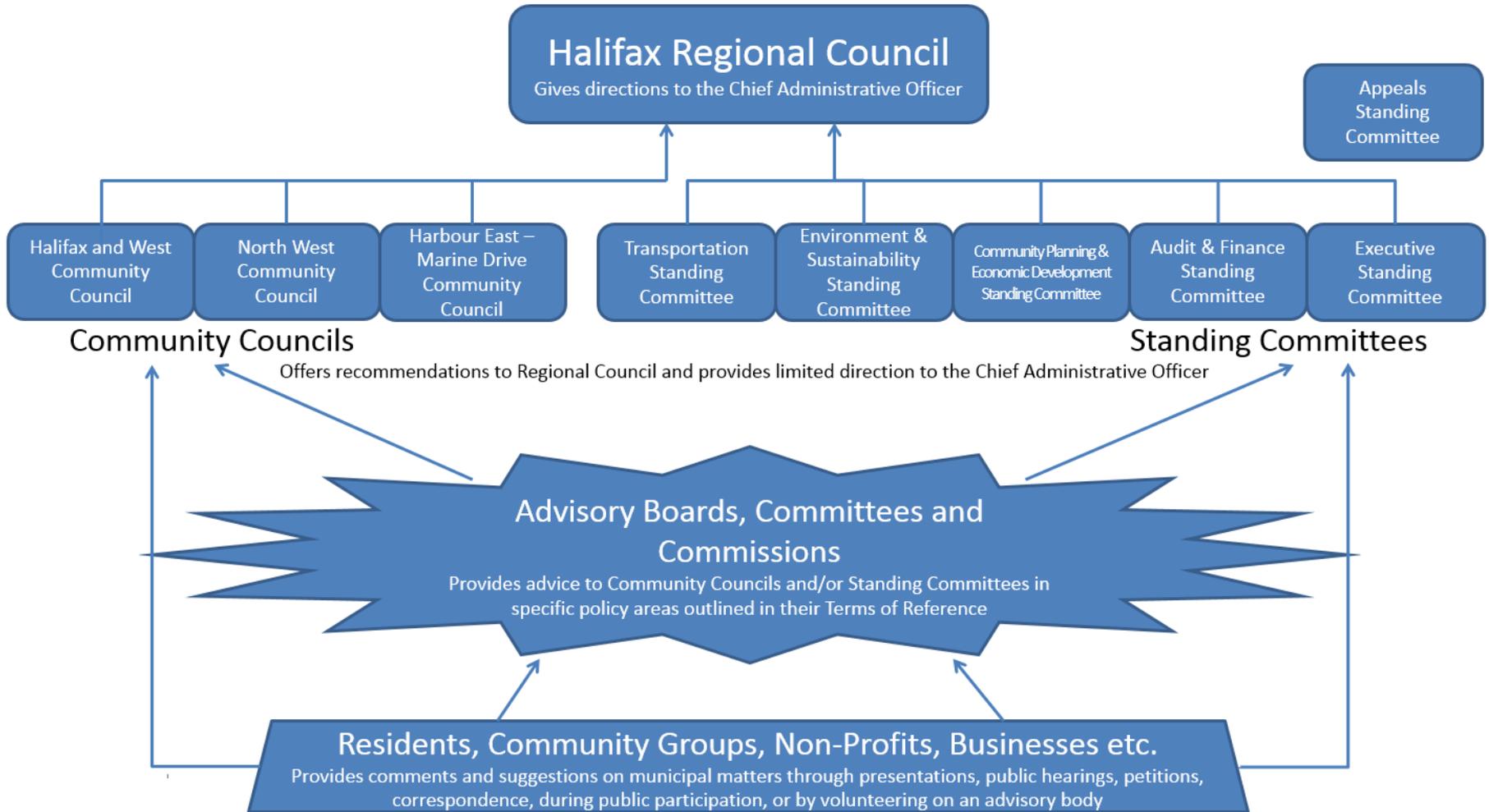
**HALIFAX**

# **ADVISORY BOARDS AND COMMITTEES**

Heritage Advisory Committee Orientation

February 28, 2018

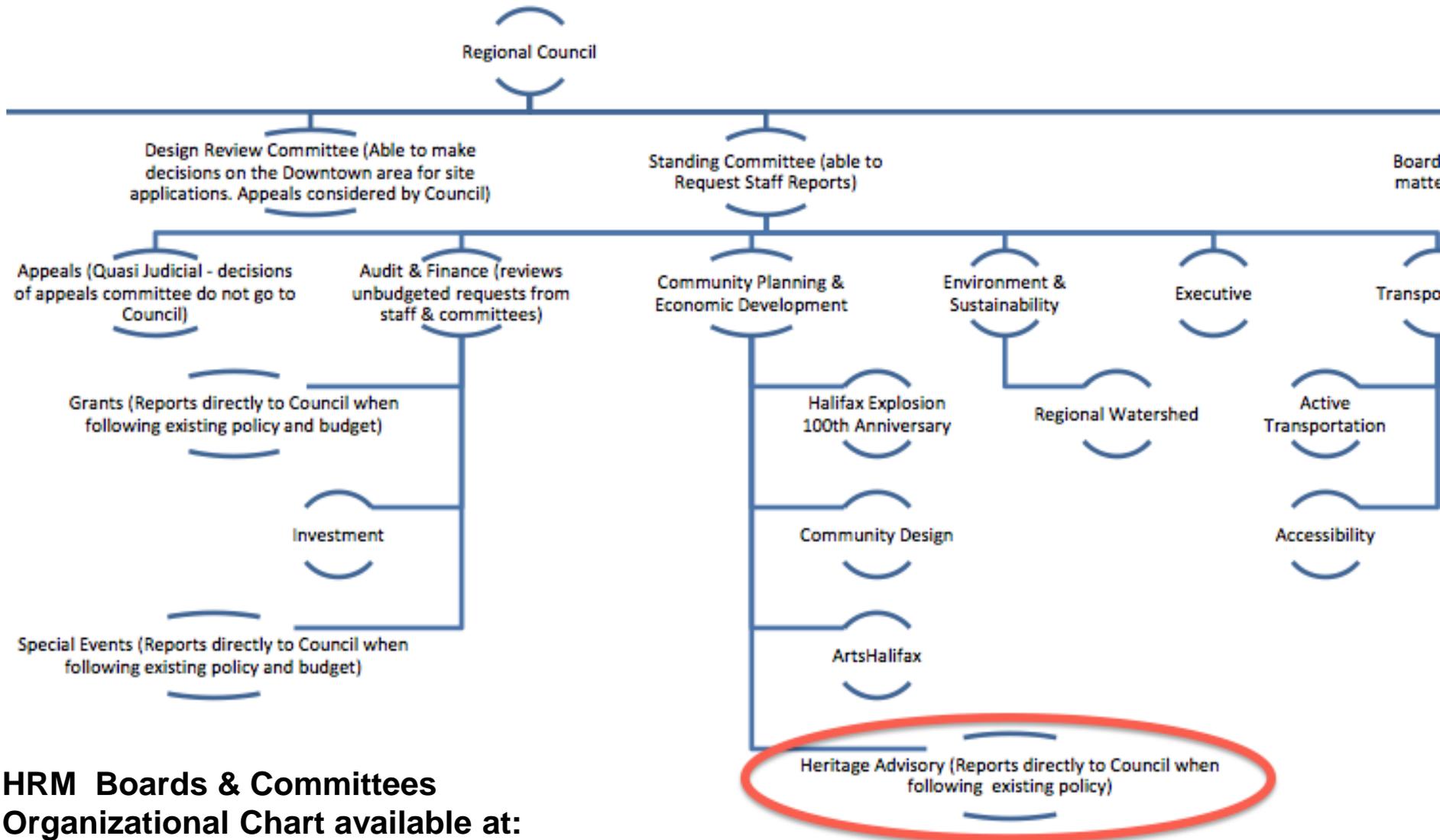
Halifax Regional Municipality Decision Making Process



# Role of Advisory Boards & Committees

- Provide advice to Regional Council, Community Council or staff on matters within the mandate of the Board or Committee as set out in their **Terms of Reference**.
- Do not have final decision-making power and cannot provide direction to staff unless stated otherwise in the Committee's Terms of Reference.





**HRM Boards & Committees**  
**Organizational Chart available at:**  
<https://www.halifax.ca/sites/default/files/documents/city-hall/boards-committees/BoardsCommitteesOrgChart.pdf>

# Heritage Advisory Committee

- Derives mandate from two key pieces of legislation:
  - 1.) **NS *Heritage Property Act*. R.S., c. 199, s. 1.** (Provincial)
    - **Section 13** – “Powers of heritage advisory committee”
  - 2.) **HRM By-Law H-200** (Municipal)
    - **Terms of Reference** for the Heritage Advisory Committee.





# Committee Meetings

- Regular meetings of Boards and Committees are held consistently with an approved annual schedule.
- All meetings of Council, Community Councils and Boards and Committees are governed by **Administrative Order 1**, Respecting the Procedures of the Council  
<http://www.halifax.ca/legislation/adminorders/documents/AO01.pdf>
- Quorum required for Heritage Advisory Committee to call a meeting to order (1/2 of members plus 1).
- Meetings are open to the public.

# The Chair

- The **Chair** is elected by the members of the Committee
- The Chair is responsible for leading the meeting:
  - Calls the meeting to order;
  - Leads the Committee through the agenda;
  - Seeks motions as appropriate;
  - Directs the vote;
  - Ensures all members have an opportunity to have input in a respectful and appropriate manner;
  - Adjourns the meeting with a motion from the membership;
  - Represents the Committee with Council (e.g. signs reports) and handles media inquiries with input from HRM Corporate Communications.
- **Vice-Chair** elected by members of the Committee and fills the role of Chair in the Chair's absence.



# Legislative Assistant

The **Legislative Assistant** (LA) represents the Municipal Clerk at meetings and must be present at all meetings.

- Assist with the legislative and administrative functions of Board/ Committee meetings as provided for under:
  - *Halifax Regional Municipality Charter*
  - *Administrative Order 1, Respecting the Procedure of the Council*
  - *Administrative Order 31, Corporate Records and Information Management in the Halifax Regional Municipality*
  - *The Board/Committee's Terms of Reference*
  - *Any additional legislative direction provided for by the Municipal Clerk.*
- Organize meetings and creates the agenda in consultation with the Chair.
- Records the minutes of the meeting.
- Assists the Committee with drafting motions.



# Meeting Agendas

- **Agendas** set out the order of business for a Committee meeting.
- Provides notice to committee members, HRM staff, and the public of what will be covered and in what order.
- Prepared by the LA in consultation with the Chair and HRM staff.
- Agendas are in a format consistent with Regional Council, adapted for the needs of the specific Committee.
- Committee members can add matters to the agenda that are within the mandate of the Committee by contacting the LA.

# Mock Committee Meeting

## Standard Agenda

### **1.CALL TO ORDER**

*Chair calls meeting to order when quorum is attained and as close to time noted on agenda as possible*

### **2.APPROVAL OF MINUTES**

*Minutes of the previous meeting are approved. A motion to approve the minutes is put on the floor. Any corrections are moved as amendments and the motion is then approved.*

# Mock Committee Meeting

## 3. APPROVAL OF THE ORDER OF BUSINESS AND APPROVAL OF ADDITIONS AND DELETIONS

*The Legislative Assistant will announce proposed additions or deletions to the agenda. Members of the Committee can also add/delete matters to/from the agenda*

## 4. BUSINESS ARISING OUT OF THE MINUTES

*This section is seldom used but applies to matters that have been recorded in a previous set of minutes about which a member or staff have a question or update*

## 5. CALL FOR DECLARATION OF CONFLICT OF INTERESTS

*At this time in the agenda, members shall declare any conflict of interest they might have related to the day's agenda. When the Committee considers the item, the member will take a seat away from the table and have no further input to the matter.*

## 6. CONSIDERATION OF DEFERRED BUSINESS

*The Committee will consider any matter which has been deferred from a previous meeting.*

# Mock Committee Meeting

## 7. CORRESPONDENCE, PETITIONS & DELEGATIONS

### 7.1 Correspondence

*Correspondence which has been received from members of the public is received and discussed*

### 7.2 Petitions

*Members of the public may submit a petition through a member of the Committee or the Legislative Assistant*

### 7.3 Presentations

*The Committee may receive presentations from Community Groups. Requests to present must be made in writing to the Legislative Assistant for the Committee*

# Mock Committee Meeting

## **8. INFORMATION ITEMS BROUGHT FORWARD**

*This section includes information reports that a member has requested come forward from a previous agenda. The request is made during the approval of the order of business for the next meeting of the Committee.*

## **9. REPORTS/DISCUSSION**

*This section includes reports prepared by staff on a variety of issues and contain a recommendation.*

*Recommendations will appear on the agenda (see 9.1.2)*

*Staff may give a presentation relating to the report.*

# Mock Committee Meeting

## **10. ADDED ITEMS**

*Items added to the agenda at the beginning of the meeting will be considered here.*

## **11. DATE OF NEXT MEETING – TBD**

*As per the approved schedule*

## **12. ADJOURNMENT**

*Requires a mover only*

# Conflict of Interest

- The ***Municipal Conflict of Interest Act*** applies to Regional Council, Community Councils, and Boards and Committees.
- The *Act* requires that any member who has any '***direct or indirect or deemed pecuniary (financial) interest***' in any matter before the Committee:
  - Disclose the conflict;
  - When the matter comes forward on the agenda, recuse themselves and take a seat away from the table and refrain from taking part in the debate or voting.
- The Municipal Clerk has an obligation under the *Act* to record the conflict of interest. Each agenda includes an opportunity for members to declare a conflict in advance.
- *Municipal Conflict of Interest Act.*  
<http://nslegislature.ca/legc/statutes/muncpcf.htm>

# Only you can determine a conflict of interest



Undeclared conflicts of interest, whether perceived or direct, can put the decisions of the board/committee at risk.

# Diversity & Inclusion

- Diversity means understanding and utilizing different views, ideas, life experiences, skills and knowledge.
- An inclusive municipality is about community actions meant to eliminate barriers so all of its members can fully participate and contribute.
- Collectively, we have a responsibility to:
  - Acknowledge diversity as a strategic priority of HRM and demonstrate behaviours consistent with the HRM Diversity and Inclusion goals.
  - Create and maintain an inclusive working environment that is free from discrimination and harassment.
  - Be respectful of colleagues and citizens.
- For more information visit <http://www.halifax.ca/diversity/>



# Member Conduct

- The Chair is the spokesperson for the Committee and will communicate only the recommendation of the Committee. Other Committee members may not represent the Committee or municipality in any capacity.
- A member who fails to attend three (3) consecutive meetings without having been excused shall be deemed to have resigned from the Committee.
- Members of the public who are appointed to an Advisory Committee shall serve and be seen to serve in a conscientious and diligent manner that accommodates access to services by diverse communities and is respectful of difference and diversity.

