

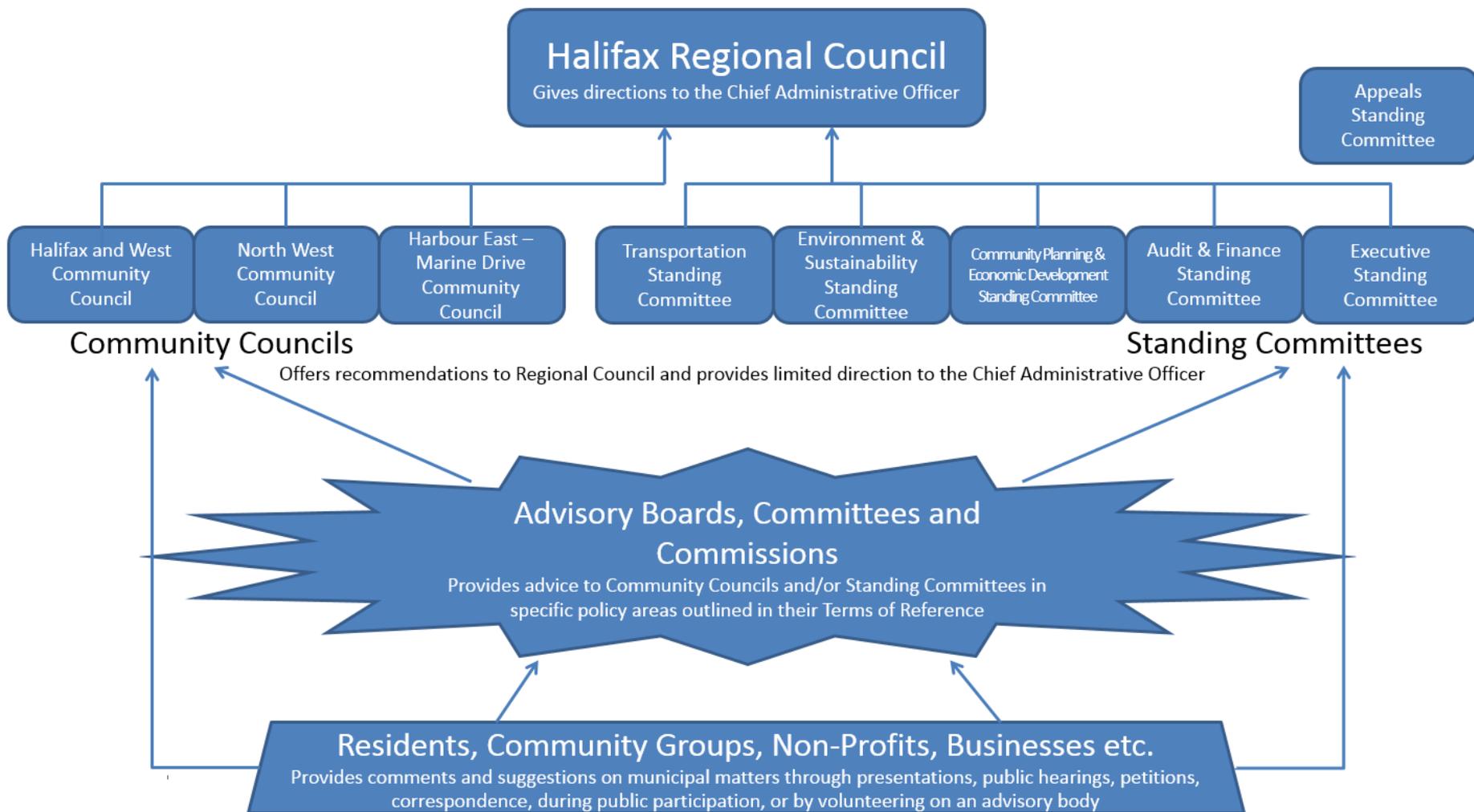
**HALIFAX**

# **ADVISORY BOARDS AND COMMITTEES**

Advisory Committee for Accessibility in  
HRM

February 19, 2019

# HRM Decision Making Process



# Role of Advisory Boards & Committees

- To advise Regional Council, Community Council(s) or Standing Committee(s) on items relating to the mandate of the Board/Committee as outlined in their **Terms of Reference**.
- The role is strictly advisory with no final decision-making or direction provided to staff.



# Advisory Committee for Accessibility in HRM

- Derives mandate from Two Key Pieces of Legislation
  - 1.) Terms of Reference - ADMINISTRATIVE ORDER NUMBER 2017-005-GOV
  - 2.) Executive Standing Committee Terms of Reference (Administrative Order One – Schedule 6)



# Advisory Committee for Accessibility in HRM

## Section 6 – Terms of Reference: Duties of the Committee

6. The Committee shall advise Council, through the Executive Standing Committee, on matters related to persons with disabilities as follows:

- (a) review and monitor existing and proposed Municipal by-laws to promote full participation of persons with disabilities;
- (b) identify and advise on the accessibility of existing and proposed municipal services and facilities;
- (c) advise and make recommendations about strategies designed to achieve the objectives of the Committee;
- (d) receive and review information directed to it by Council and its committees, and to make recommendations as requested; and
- (e) advise Council on disability issues that may have an impact on the budget planning process through the Budget Committee of the Whole process.

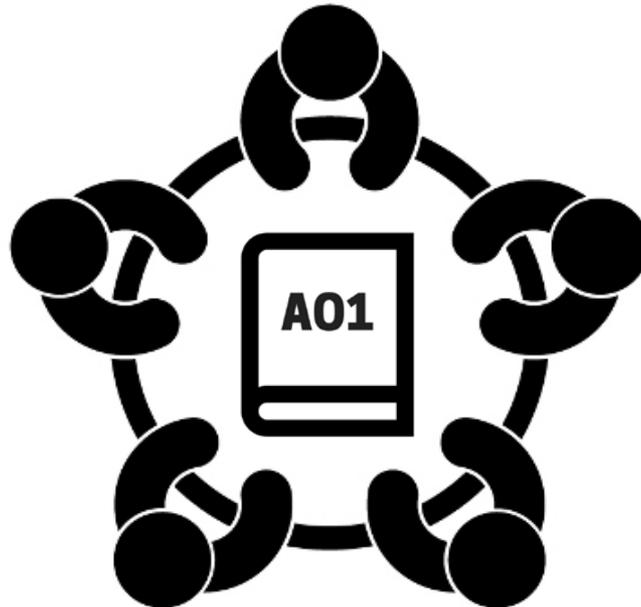
7. To advise business units in responding to issues and concerns of persons with disabilities, when requested to do so by the Chief Administrative Officer.

8. To host community consultations related to accessibility in the Municipality, including an annual Town Hall Meeting, and report to the Executive Standing Committee on the issues identified through such community consultations.

9. Significant municipal matters, plans and programs having an impact on persons with disabilities and the disability community shall be referred to the Committee for its consideration and recommendations to Regional Council through the Executive Standing Committee

# Board & Committee Meetings

- All meetings of Council, Community Councils and Boards and Committees are governed by **Administrative Order 1**, Respecting the Procedures of the Council:  
<https://www.halifax.ca/sites/default/files/documents/city-hall/legislation-by-laws/AO01.pdf>



# Board & Committee Meetings

**Quorum** is required for a Board/Committee to call a meeting to order.

## **Administrative Order One: Quorum of Committee**

**132. ....**

**(2)** A quorum for a committee of the Council having an even number of Members, is one half (1/2) of all the appointed Members thereof.

**(3)** A quorum for a committee of the Council having an uneven number of Members, is a majority of the appointed Members thereof.

**(4)** The Council may determine quorum through adoption of the continuing terms of reference and jurisdiction of a committee of the Council as established from time to time by resolution or by an Administrative Order or by-law of the Council.

Also see section 8 of the ***Municipal Conflict of Interest Act***.

# ROLES: Chair & Vice Chair

- The **Chair & Vice Chair** are elected annually by the members of the Committee.
- The Vice-Chair takes on the responsibilities of the Chair in the Chair's absence.



# ROLES: Councillors

The role of the **Councillor** is to establish and maintain a link (liaison) between Regional Council and the Advisory Board/Committee.

- Able to provide clarity when the decisions of an advisory board/committee, of which they are a member, reach a higher decision making body.



# ROLES: Staff Liaison

A **Staff Liaison** (resource person) is assigned to each Committee. They will attend all meetings of the Committee to speak on behalf of the Business Unit concerning matters within the mandate of the Board/Committee.



# ROLES: Legislative Assistant

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

- Facilitates 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.*

# ROLES: Legislative Assistant



- Coordinates meetings and creates the agenda in consultation with the Chair.
- Provides legislative guidance and assists with the drafting of motions.
- Assists the Chair to ensure appropriate meeting decorum and safety.
- Takes minutes, documents board/committee decisions, and ensures openness and transparency in the decision-making process.



# 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.
- 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.*

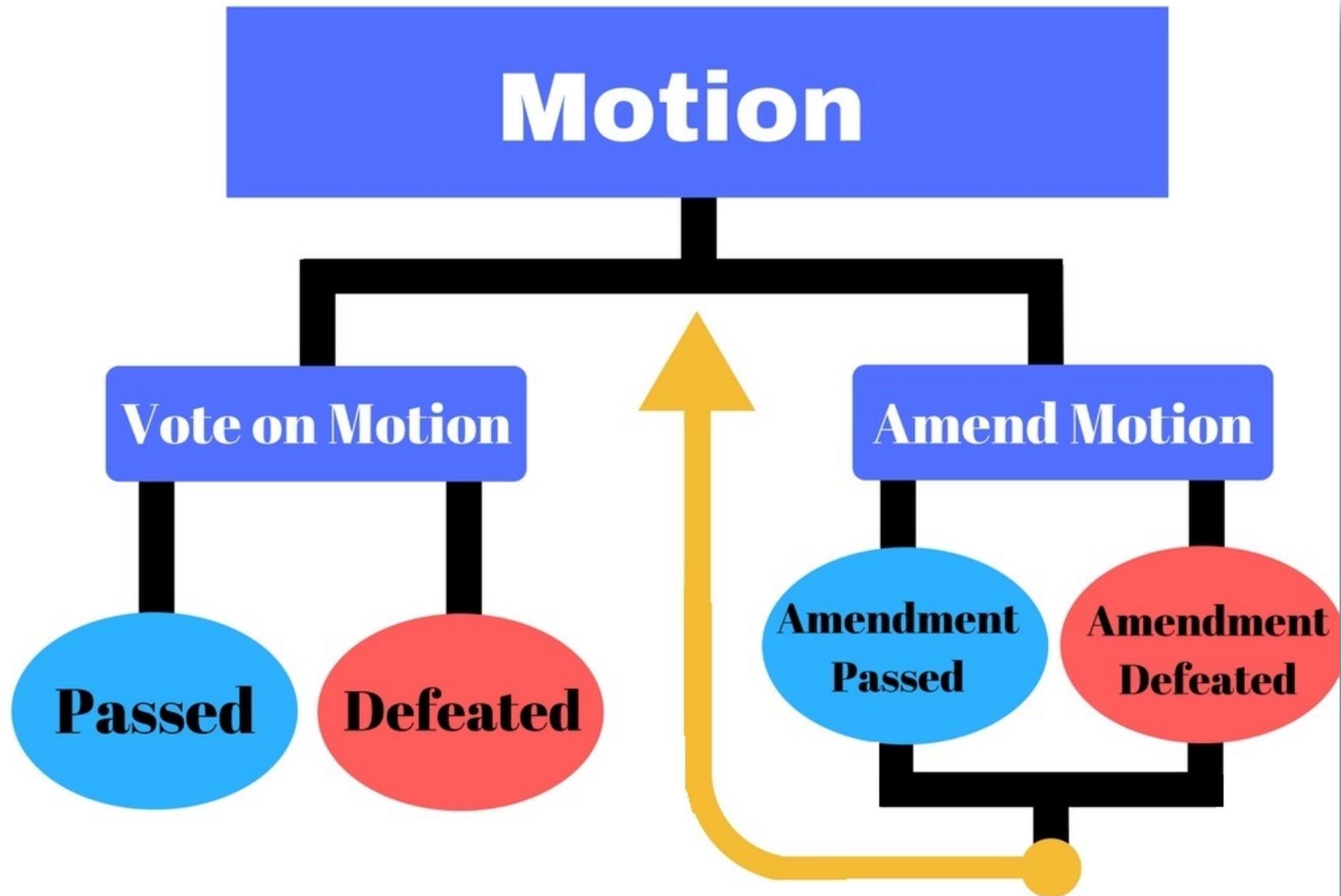
## **11. DATE OF NEXT MEETING – TBD**

*As per the approved schedule*

## **12. ADJOURNMENT**

*Requires a mover only*

# “Going Through the Motions”



# Conflict of Interest

- The ***Municipal Conflict of Interest Act*** applies to Regional Council, Community Councils, and Boards and Committees:  
<http://nslegislature.ca/legc/statutes/muncpcf.htm>
- Section 6 of the *Act* requires that any member who has any ***direct, indirect or deemed pecuniary (financial) interest*** in any matter before the Board/Committee:
  - Formally disclose the conflict and its general nature;
  - Withdraw from the meeting table when the matter comes up on the agenda;
  - Refrain from taking part in the debate and voting on the matter.
- Undeclared conflicts of interest, whether perceived or direct, can put the decisions of the board/committee at risk, and potentially expose the member to personal liability.



# Conflict of Interest

## **Example 1:**

Committee member owns property on a street being considered by the Committee for enhanced central water and sewer service.

**- Direct Conflict**

## **Example 2:**

Motion to grant municipal funding to a local art gallery. Committee member is the director of the of the Gallery.

**- Indirect Conflict**

## **Example 3:**

Motion to register a property as a Heritage Property. Committee member's brother owns the property.

**- Deemed Conflict**

**Only you can determine  
a conflict of interest**



# 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.

