

HALIFAX

**DESIGN REVIEW
COMMITTEE
ORIENTATION**

February 19, 2020

Role of Advisory Boards & Committees

- To provide advice on matters relating to the mandate of the Board/Committee as outlined in their **Terms of Reference**.
- The Design Review Committee serves the Downtown Halifax Land Use By-Law area.
- Principal roles:
 - review site plan approval applications
 - approve, approve with conditions, or deny the application based on the requirements and consistency with the Design Manual
(Note: Decisions are appealable to Regional Council)
 - advise Council on potential amendments to regulation and policy relating to the Downtown Halifax Land Use By-law



Quorum

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

Terms of Reference:

(4) A quorum of the Committee is four (4) members

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

Role of the Chair

- The Chair is elected by the members of the committee
- The Chair is responsible to lead 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
- The Vice-Chair takes on the responsibilities of the Chair in their absence

Your 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 2015-GOV-001, Corporate Records and Information Management*
- *The Board/Committee's Terms of Reference*

Your Legislative Assistant



- Organizes meetings and creates the agenda in consultation with the relevant staff and the Chair.
- 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.
- Coordinates meeting follow-up, and drafts reports on behalf of the board/committee.

HALIFAX

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.



HALIFAX

Conflict of Interest: Spotting Conflicts

- The ***Municipal Conflict of Interest Act*** applies to Regional Council, Community Councils, and Boards and Committees:
<https://nslegislature.ca/sites/default/files/legc/statutes/municipal%20conflict%20of%20interest.pdf>
- The *Act* covers 3 broad types of conflicts:
 - Direct Conflicts;
 - Indirect Conflicts;
 - Deemed Conflicts.
- **Section 5** sets out exceptions where the *Act* does not apply.



Conflict of Interest:

Discharging Obligations When in Conflict

- **Section 6** - Steps to discharge obligations under the *Act* when a conflict of interest arises:
 - 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.

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

