

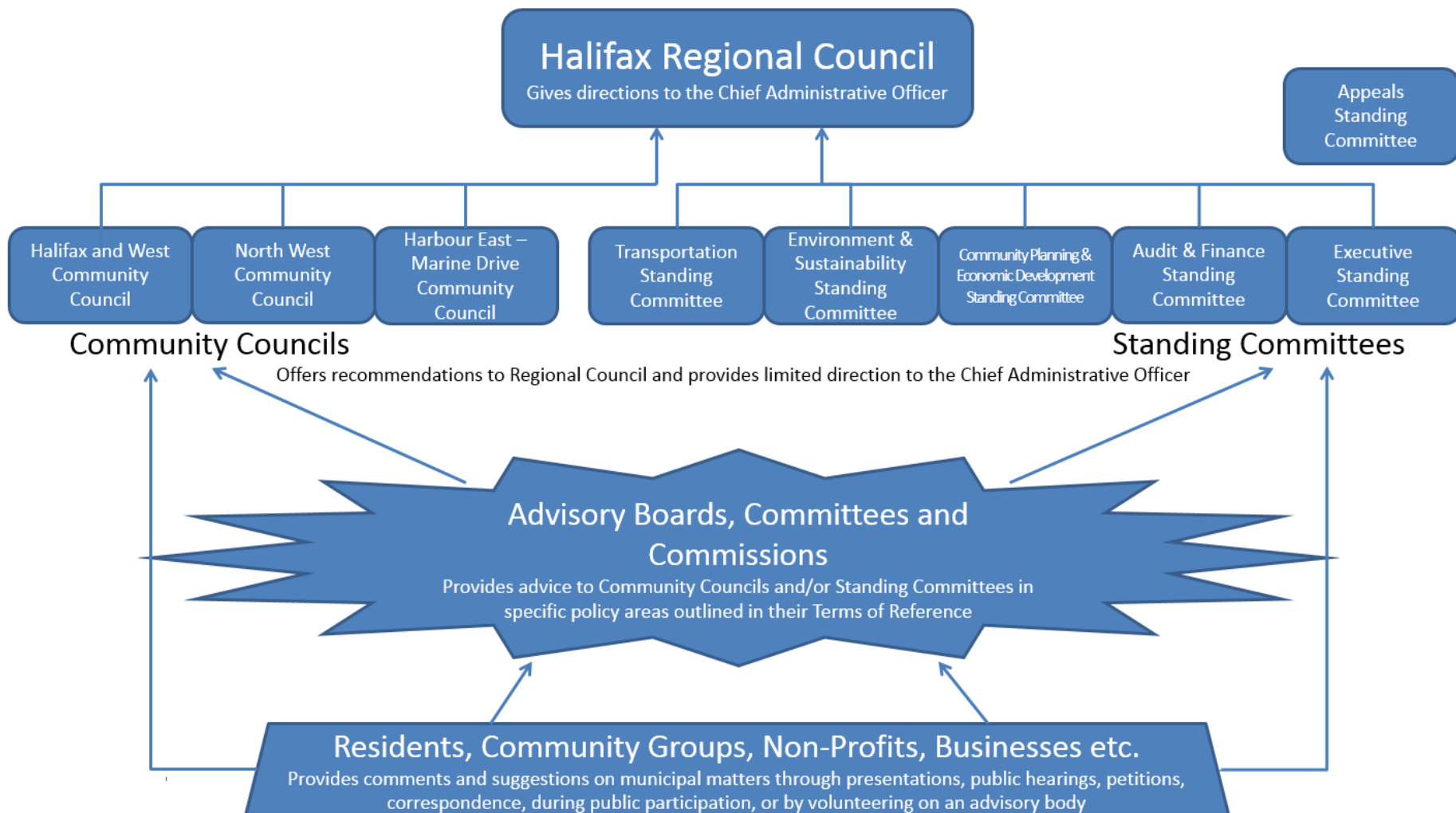
HALIFAX

ADVISORY BOARDS AND COMMITTEES

Grants Committee Orientation

March 2, 2020

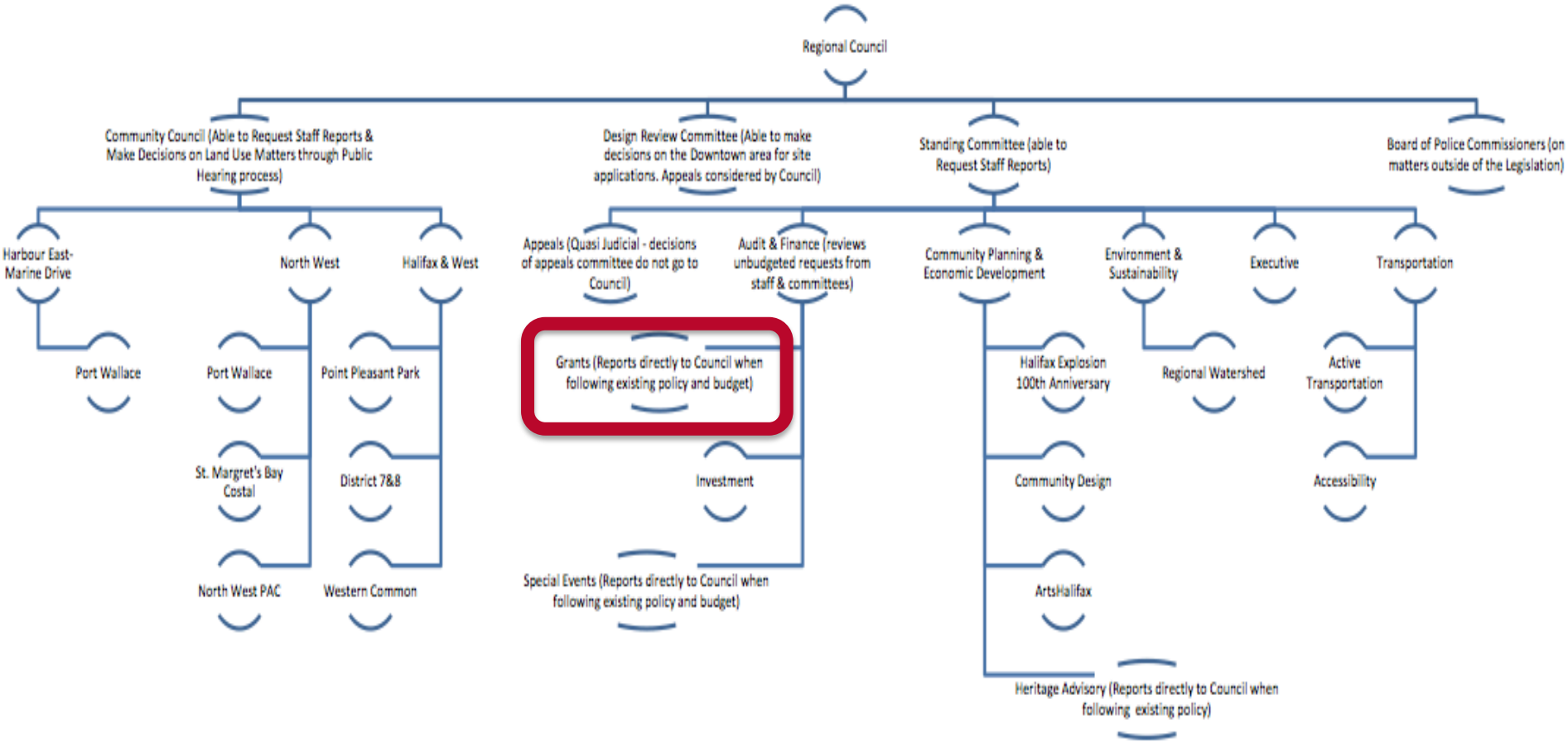
HRM Decision Making Process



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.





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



Grants Committee

- Derives mandate from Two Key Pieces of Legislation
 - 1.) HRM Grants Committee Terms of Reference
 - 2.) Audit and Finance Standing Committee Terms of Reference (Administrative Order One – Schedule 2)



HRM Community Grants Program

- <https://www.halifax.ca/business/doing-business-halifax/community-grants>

The screenshot shows the Halifax website's 'Community Grants Program' page. The page features a dark blue header with the 'HALIFAX' logo and navigation menus for 'About Halifax', 'Home & Property', 'Transportation', 'Fire & Police', 'Business', 'Recreation', and 'City Hall'. The main content area is white and contains the following information:

- Community Grants Program**
- Halifax Regional Municipality's 2019 Community Grants Program is now accepting applications.** The application deadline will be March 31, 2019. The Program guidebook and application are available on-line.
- [2019 Community Grants Program Guidebook](#) - At one of HRM's Customer Contact Centres - E-mail - Nonprofitgrants@halifax.ca or call 902.490.7310.
- [Final Report - Form](#)
- [Staff Evaluation Review Forms](#) - [Capital Grants Evaluation Form](#) - [Project Grant Evaluation Form](#) - [Ineligible Applicant Form](#)
- The Community Grants Program provides annual cash grants to registered non-profit organizations and charities located throughout the Halifax region. There are two types of grants:
 - a project grant of up to \$5,000
 - a capital grant of up to \$25,000
- At present, the program provides assistance to specific types of projects in the following categories:**
 - Arts and Crafts
 - Diversity and Inclusion
 - Environment
 - Emergency Assistance and Neighbourhood Safety

On the right side of the page, there is a sidebar titled 'In Doing business with Halifax' with a list of links: Procurement, Community Interest Surplus Properties Disposal, Community Museums Grant Program, Marketing Levy, Reducing Red Tape, Why do business in Halifax?, Get business permits & licences online, Community Grants, and Tax relief for non-profit organizations. A 'Website Feedback' button is visible on the right edge of the page. The Windows taskbar at the bottom shows the date as 10:16 AM 1/29/2019.

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.

Grants Committee Terms of Reference, section 5.1:

A quorum at a regular meeting of the HRM Grants Committee shall be a simple majority of members of which at least one (1) shall be an elected member of Regional Council.

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

ROLES: Chair & Vice Chair

- The **Vice Chair** is 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.

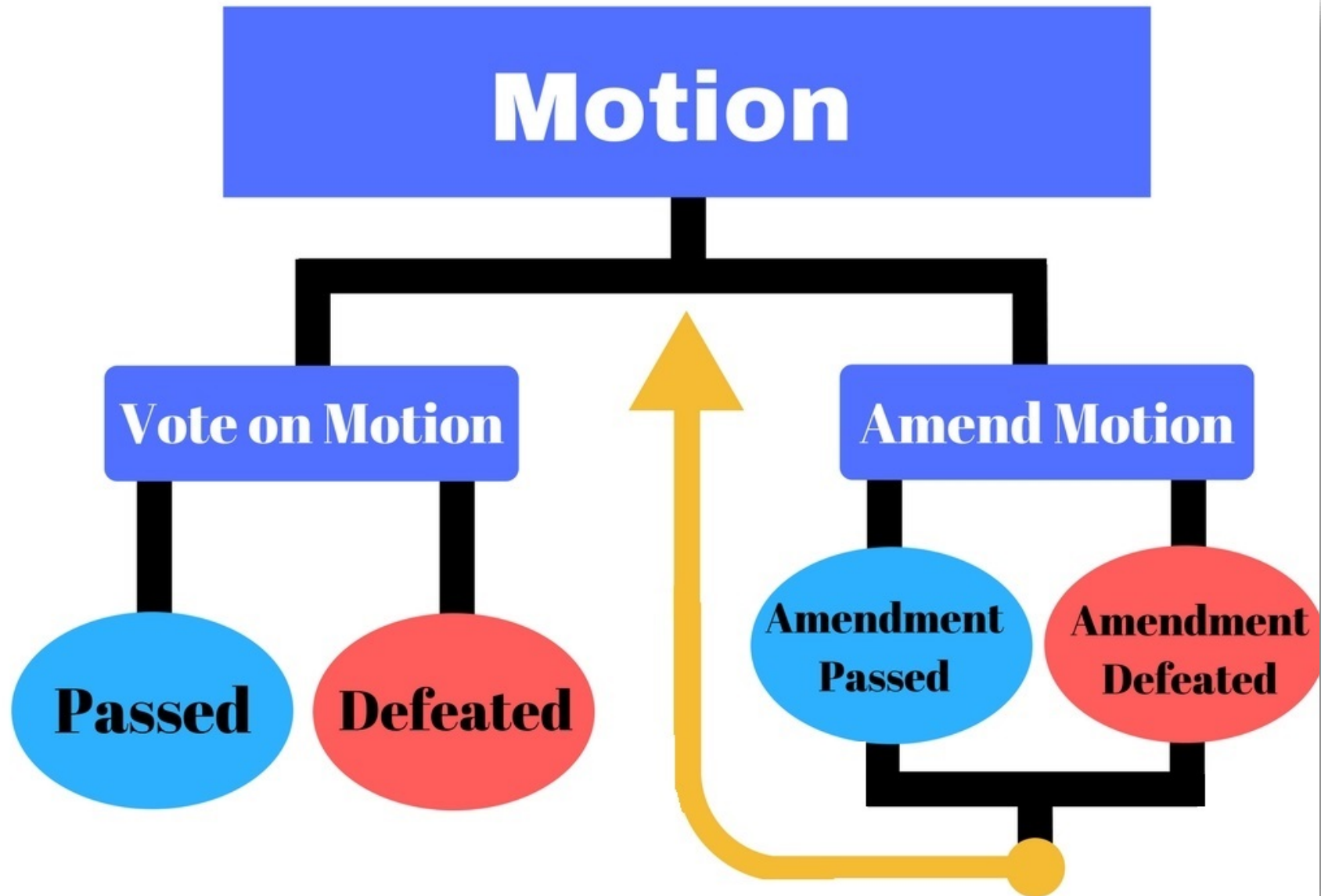
11. DATE OF NEXT MEETING – TBD

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.

