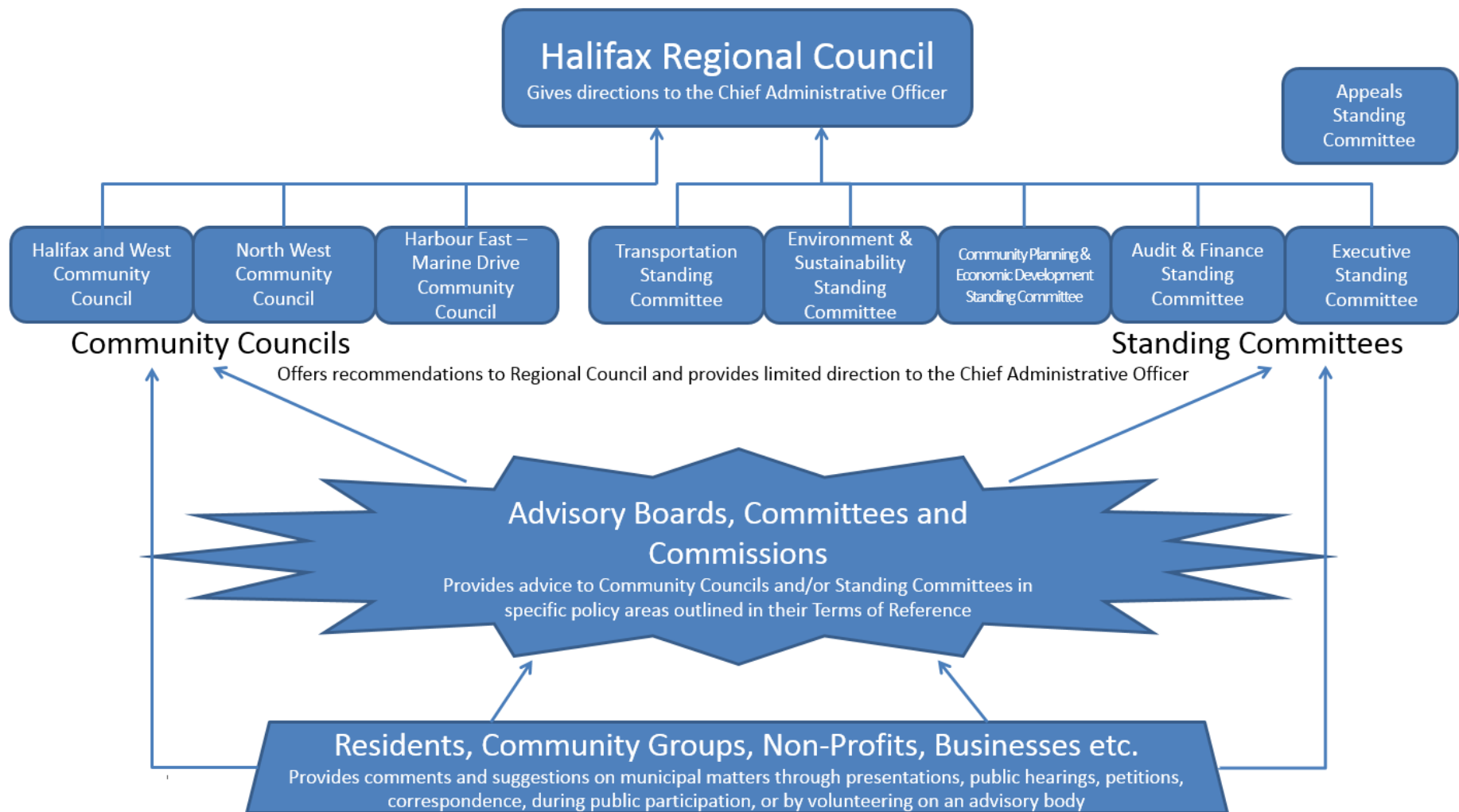# ADVISORY BOARDS AND COMMITTEES

Western Commons Advisory Committee

HALIFAX

February 16, 2021

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 Western Commons Advisory Committee advises the Halifax and West Community Council on all matters relating to the Western Commons, using the Western Common Wilderness Master Plan

- The committee makes recommendations to the Halifax and West Community Council in an advisory capacity with no final decision-making or direction provided to staff.

HALIFAX

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/city-hall/legislation-by-laws/administrative-order-one

HALIFAX
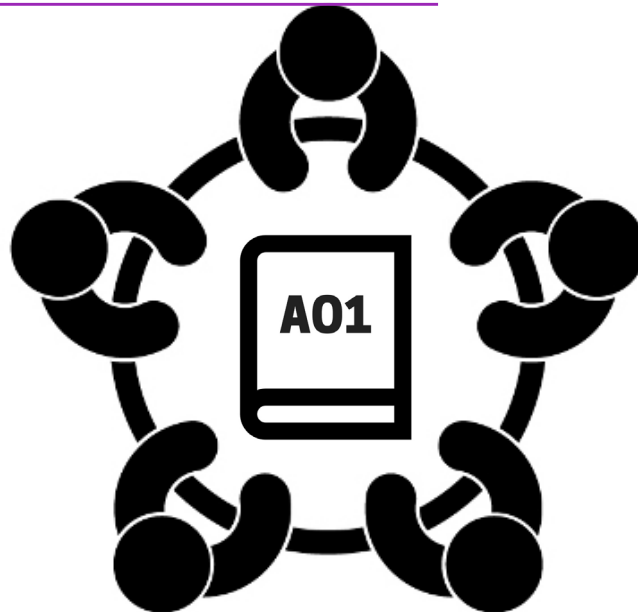
Board & Committee Meetings

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.*

HALIFAX

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.

HALIFAX

ROLES: 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

HALIFAX

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 (Gareth). They attend all meetings of the Committee to speak on behalf of the Business Unit concerning matters within the mandate of the Board/Committee.

HALIFAX

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.*

HALIFAX

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.

HALIFAX

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.

HALIFAX

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.

HALIFAX

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

HALIFAX

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.

HALIFAX

Mock Committee Meeting

10. ADDED ITEMS

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

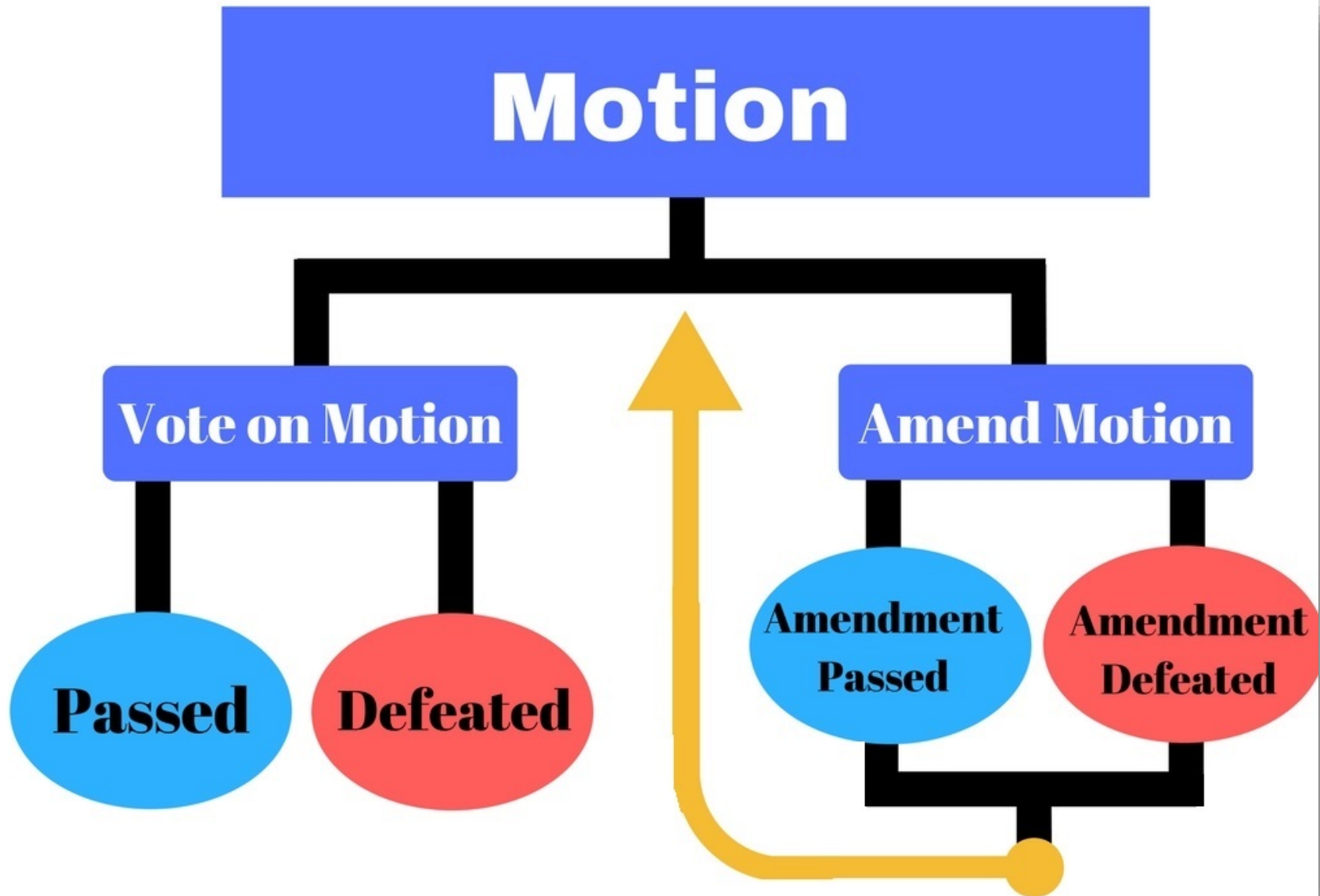**11. DATE OF NEXT MEETING – TBD**

As per the approved schedule

12. ADJOURNMENT

Requires a mover only

HALIFAX

"Going Through the Motions"

Conflict of Interest

- 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

- 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.

HALIFAX

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**

HALIFAX

Only <u>you</u> can determine a conflict of interest

HALIFAX

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/

HALIFAX

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.

HALIFAX

HALIFAX