

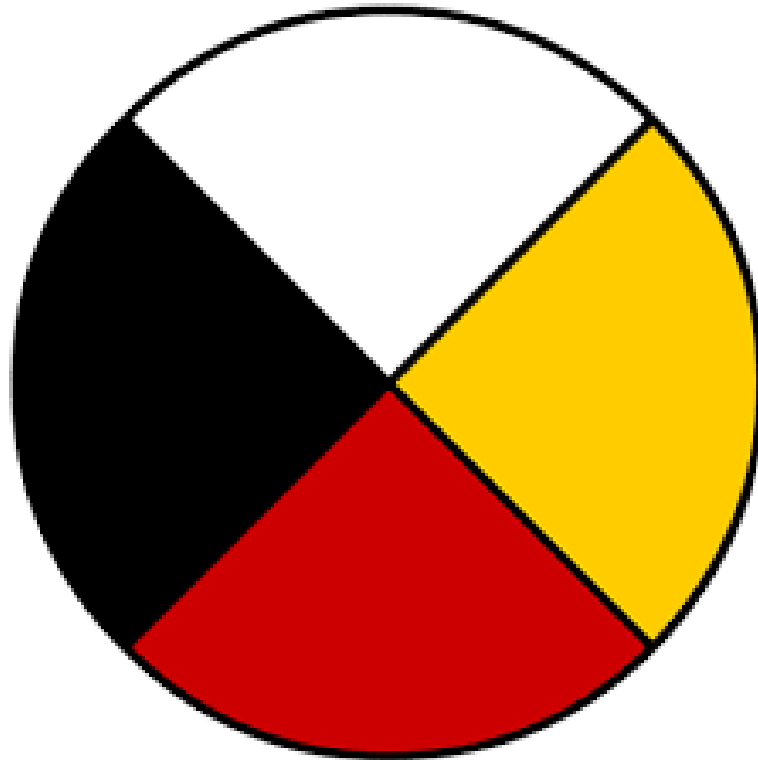
HALIFAX

**ADVISORY
BOARDS AND
COMMITTEES**

Design Review Committee Orientation

March 11, 2021

Acknowledging Mi'kma'ki Territory



HALIFAX

Overview

- Roundtable Introductions
- Role of HRM Board and Committees
- Design Review Committee Mandate
- Role of Chair
- Role of Legislative Assistant
- Policies: Conflict of Interest & Diversity and Inclusion
- Member Conduct
- Questions

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



Design Review Committee Mandate

Section 12: The Committee shall review:

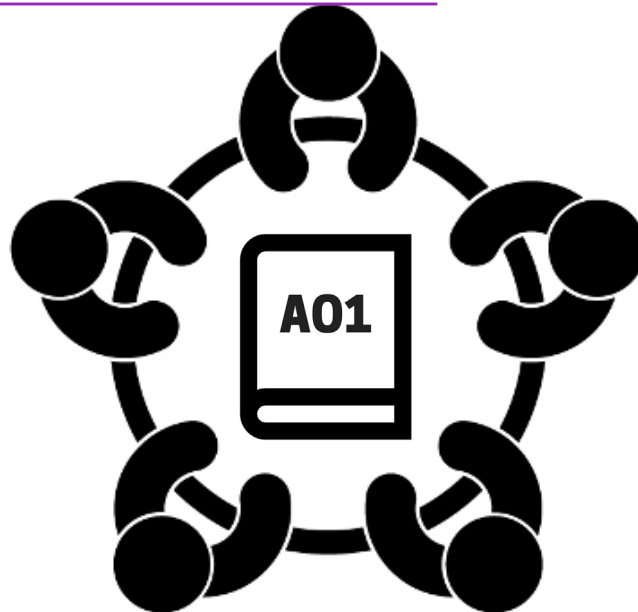
- (a) site plan approval applications as per subsections (13) and (14) of section 5 of this By-law; and
- (b) wind impact assessments as per Schedule S-2 of this By-law.

Section 13: The Committee shall:

- (a) approve, approve with conditions, or deny an application for substantive site plan approval consistent with the requirements of the Design Manual;
- (b) seek and consider the advice of the Heritage Advisory Committee on site plan applications on registered heritage properties or abutting registered heritage properties, and on applications within heritage conservation districts;
- (c) advise the Development Officer on matters pertaining to bonus zoning in relation to substantive site plan approvals; and
- (d) advise Council on potential amendments to regulation and policy to carry out the role and responsibilities of the Committee or to further the intent of this By-law as may be required from time to time.

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>



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.***

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.



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

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.



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*
- *Any additional legislation provided by the Municipal Clerk that may be associated with your board and committee.*

Your Legislative Assistant



- Organizes meetings and creates the agenda in consultation with 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.



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

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.

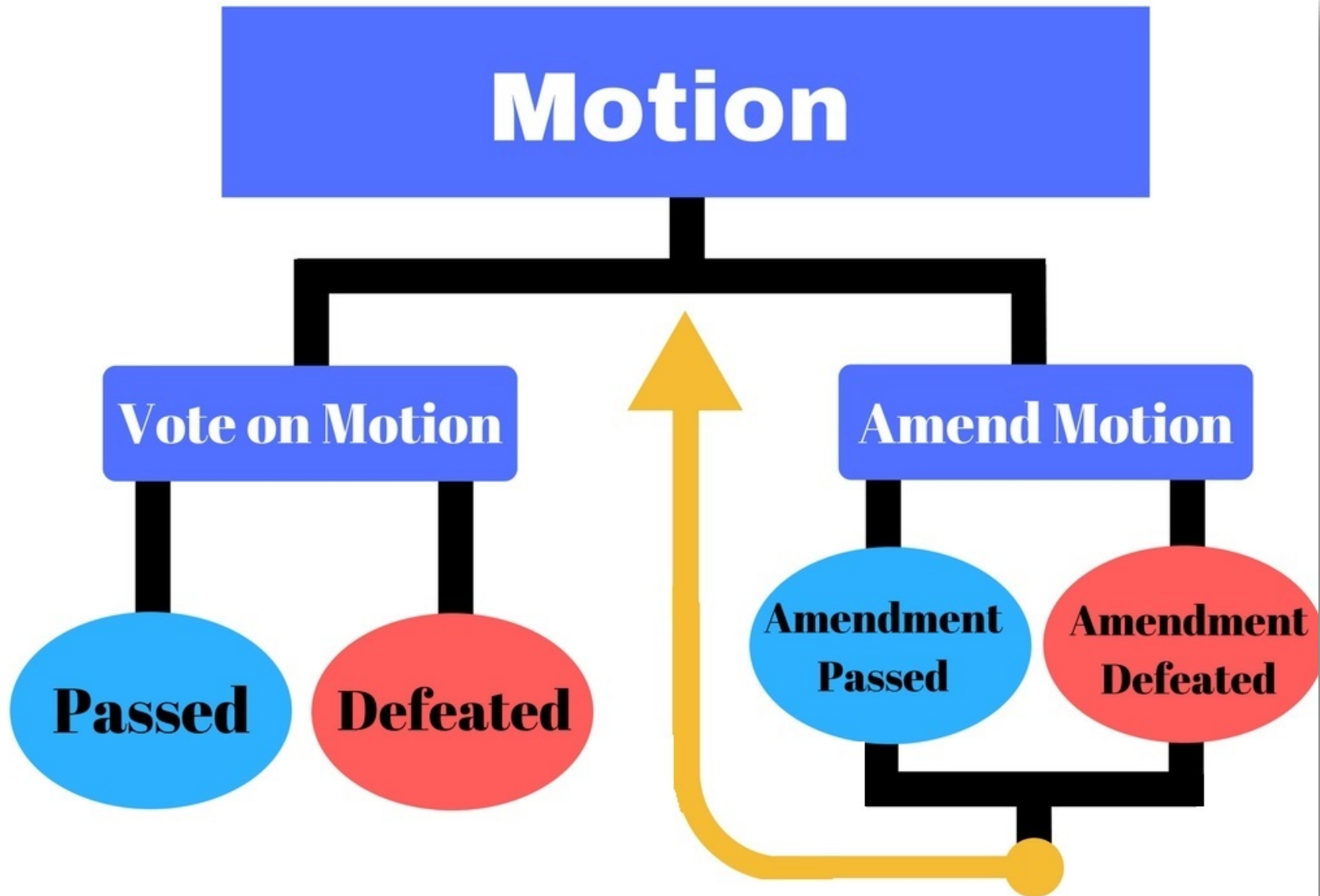
11. DATE OF NEXT MEETING – TBD

As per the approved schedule

12. ADJOURNMENT

Requires a mover only

“Going Through the Motions”



Conflict of Interest: Spotting Conflicts

- The ***Municipal Conflict of Interest Act*** applies to Regional Council, Community Councils, and Boards and Committees:
<http://nslegislature.ca/legc/statutes/muncpcf.htm>
- 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.
- 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

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

