

# Herring Cove Advisory Steering Committee

## Terms of Reference

The Herring Cove Advisory Steering Committee was established by motion of the Western Region Community Council on January 18, 2010 pursuant to Section 25 (b) of the Halifax Regional Municipality Charter, Chapter 39 of the Acts of 2008, powers of Community Council.

### **1. MANDATE**

The Committee is to act as an advisory committee to the Western Region Community Council on specific matters related to the community of Herring Cove including; the final stage of sewer and water development in Herring Cove, the new fire hall, related recreation and community services, the Latters Lake Park development, and the need for improvements to the Herring Cove breakwater.

### **2. DUTIES AND RESPONSIBILITIES**

The main responsibilities of the Committee are to:

- 2.1 Garner community input on the projects by acting as a liaison with the community of Herring Cove so as to advise the Western Region Community Council on the community's aspirations in regard to these projects.
- 2.2 Advise the Western Region Community Council on the aspirations of the community in regard to these projects.
- 2.3 Advance the expressed aspirations of the Community in regard to these projects with the local Councillor, Western Region Community Council, and staff, where appropriate.
- 2.4 Act as a resource for municipal departments responsible for, or working on, the community projects.
- 2.5 Advise the Community Council on strategies or approaches designed to achieve the aspirations of the community in regard to the projects.
- 2.6 The Committee shall submit a report of activities to the Community Council during the first nine (9) months of the Committee's term and at the end of the eighteen (18) months of the Committee term.
- 2.7 The Chairperson of the Committee, or a designate, may make reports to the Community Council on the activities of the Committee as necessary, or; as requested by the Community Council, make presentations deemed advisable by the Community Council.

### **3. COMPOSITION**

- 3.1 Members of the Committee shall be appointed by the Western Region Community Council and shall be residents of the Herring Cove Community from within the Herring Cove and Area Settlement and Servicing Area . The Committee shall be no less than five (5) and no more than eight (8) residents plus the District Councillor who will serve as an

ex-officio member of the committee.

**4. TERM OF OFFICE**

4.1 The Committee is to serve for a period of eighteen (18) months from the first meeting held by the Committee.

**5. QUORUM**

5.1 Quorum shall consist of not less than 50% +1 of the voting members.

5.2 Meetings can be held without a quorum present, however, a quorum will be required for all motions for voting purposes.

**6. SUB- COMMITTEES**

6.1 The Committee may establish sub-committees to deal with specific issues within their mandate subject to the submission of a work plan (identifying goals, time frame, scope of the work and resources required). Sub-committees require the approval of the Community Council.

**7. OFFICERS**

7.1 The Committee shall elect a chairperson and vice-chairperson from among its members at the first meeting of the year.

**8. MEETINGS**

8.1 The Committee shall meet no less than six (6) times during the eighteen (18) month term of the Committee.

8.2 Agendas for the meeting will be posted in advance and approved minutes will be made available on the HRM Boards & Committees website.

8.3 All meetings will be open to the public except as specifically provided for in the Halifax Regional Municipality Charter, section 19 (1) and (2) a-h.

8.4 The office of the Municipal Clerk will provide resources for all regular and special meetings of the Committee subject to approval and/or revision based on a work plan where the number of meetings and resources are identified.

8.5 A special meeting of the Committee may be called at the written request of two (2) or more members of the committee, or; in the case of an emergency, the chairperson or designate may call a meeting with reasonable notice.

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**9. RELATIONSHIP TO COMMUNITY COUNCIL AND STAFF**

- 9.1 The Committee shall make recommendations to Community Council and staff solely in an advisory capacity.
- 9.2 Staff shall refer significant issues, plans and programs impacting the Herring Cove Community in regard to the designated initiatives to the Committee for their consideration, input and recommendations.

**10. APPOINTMENTS**

- 10.1 .All appointments shall be made for the eighteen (18) month term of the Committee following HRM's normal selection and appointment process encouraging representation from Herring Cove's diverse community.
- 10.2 Should there be an extension in the term of the Committee, Committee members may be re-appointed for no longer than two (2) consecutive terms of eighteen (18) months.

**11. RESIGNATIONS**

- 11.1 Any resignation from the Committee shall be tendered in writing to the Chairperson with a copy to the Municipal Clerk.
- 11.2 The name of a replacement member shall be obtained from the most recent public appointment process list maintained by the Municipal Clerk and follow the normal appointment process.
- 11.3 The new appointee shall serve for the remainder of the vacant term.

**12. ABSENTEEISM**

- 12.1 In the case of any member missing three meetings without consent of the Committee, the member shall be deemed to have resigned.

**13. PROCEDURE**

- 13.1 The meetings shall follow the Rules of Order approved by Council, as amended from time to time, and found in HRM's Administrative Order #1.

**14. AMENDMENTS TO TERMS OF REFERENCE**

- 14.1 The Committee may, from time to time, recommend to the Community Council amendments to the Terms of Reference that do not substantially change the mandate provided to the Committee by the Community Council following an appropriate voted resolution.

15. **REMUNERATION**

- 15.1 Each member of the Committee shall serve without remuneration but may be reimbursed by the Community Council for any necessary expenses incurred while engaging in official duties as provided for under HRM policies, and provided such expenses are approved in advance by motion of the Community Council.

Approved by the Western Region Community Council on February 16, 2010.