

HALIFAX

**ADVISORY
BOARDS AND
COMMITTEES**

Orientation

April-27-17

Overview

- Call to Order – Roundtable Introductions
- Role of Advisory Board and Committees
- Terms of Reference
 - Duties of the Board
- Chair
- Meetings and Agenda
- Conflict of Interest
- What Happens at a Meeting
- Diversity and Inclusion
- Member Conduct
- Questions

Advisory Committee/Board Role

- Provide advice to Environment & Sustainability Standing Committee or staff on matters within the mandate of the Board
- RWAB may also give advise through specific projects assigned by staff at the office of Energy & Environment
- Board recommendations typically go to ESSC, but may also go to Community Council regarding future municipal planning strategies
- Do not have final decision-making power and cannot provide direction to staff unless otherwise stated in the Terms of Reference of the Board

Terms of Reference

Duties of the Board

Purpose: As subject matter experts, with respect to watershed management, the Regional Watersheds Advisory Board:

1. Advises the Environment and Sustainability Standing Committee on municipal policy projects as required under the HRM Charter, the Regional Municipal Planning Strategy, and Secondary Planning Strategies, and as may be specifically assigned by the Environment & Sustainability Committee;
2. As required by the HRM Charter, the Regional Municipal Planning Strategy, and Secondary Planning Strategies, to fulfil the legislated requirements with respect to municipal development activities;
3. Performs duties as directed by Regional Council on matters described in the Municipal Planning Strategies.

The Chair

- The Chair is elected by the members of the Board
- The Chair is responsible to lead the meeting
 - Calls the meeting to order
 - Leads the Board 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 Board with Council (e.g. signs reports) and handles media inquiries with input from HRM Corporate Communications

Agendas and Meetings

- Board meetings are as outlined in the Terms of Reference and the yearly schedule is determined by motion on an annual basis. A Board shall not consider any business if quorum is not present.
- All meetings are governed by Administrative Order 1, Respecting the Procedures of the Council
<http://www.halifax.ca/legislation/adminorders/documents/AO01.pdf>
- The Legislative Assistant (LA) will provide advice and guidance on the application of Administrative Order 1, prepare the agenda and minutes, assist the Board in drafting motions, and act as a liaison to maintain the link between the Committee and Council.

Agendas and Meetings (cont'd)

- LA consults with the Chair and staff to develop the agenda
- Agenda is in a format consistent with Regional Council adapted for the specific Committee/Board needs
- Members can add matters to the agenda that are within the mandate of the Board by contacting the LA in advance
- Up to three days prior to the meeting, the matter can be added as of right after consulting with the Chair. Requests for late additions can be made until noon the day before the meeting and with approval from the Chair be brought forward for addition by the LA

Conflict of Interest

- The Municipal Conflict of Interest Act is the governing legislation for Council, Community Council and Boards and Committees
- The Act requires any member who has any 'direct or indirect pecuniary (financial) interest' in any matter before the Committee to:
 - Disclose the interest and general nature
 - Take a seat away from the table and refrain taking part in the consideration of the matter in any way before/after the matter is considered, debate at meeting or voting
 - Municipal Conflict of Interest Act
<http://nslegislature.ca/legc/statutes/muncpcf.html>

What happens at a Meeting

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. Motion to approve the minutes is put on the floor. Any corrections are moved as amendments and the motion is then approved.

What happens at a 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 Board 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 Board 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 Board will consider any matter which has been deferred from a previous meeting.

What happens at a Meeting

7. CORRESPONDENCE, PETITIONS & DELEGATIONS

7.1 Correspondence

Correspondence which has been received from members of the public is received and discussed if desired

7.2 Petitions

Members of the public may submit a petition through a member of the Board or the Legislative Assistant

7.3 Presentations

The Board may receive presentations from Community Groups. Requests to present must be made in writing to the Legislative Assistant for the Board

What happens at a 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 Board.

9. REPORTS/DISCUSSION

This section includes reports prepared by staff on a variety of issues. Staff may give a presentation relating to the report.

What happens at a 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

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 Board and will communicate only the recommendation of the Board. Other Board members may not represent the Board 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 Board
- Members of the public who are appointed to an Advisory Committee or Board 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