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Halifax Regional Council
January 20th, 2004

TO: Mayor Kelly and Halifax Regional Council

SUBMITTED BY:

Russell Walker
for

Councillor Russell Walker, Chair, HRM Grants Committee

George McLellan

George McLellan, Chief Administrative Officer

DATE: January 14th, 2004

SUBJECT: HRM Grants Committee - Terms of Reference: Revisions.

ORIGIN

This report originates with staff of HRM Financial Services. The terms of reference for the HRM Grants Committee were revised September 7th, 1999, and subsequent organizational re-structuring, policy and legislative amendments indicate that further revisions are warranted.

RECOMMENDATIONS

It is recommended that Regional Council approve:

1. Amendments to the "HRM Grants Committee Terms of Reference" as detailed in the Discussion section of this report;
2. The revised Terms of Reference shall come into effect April 1, 2004.

BACKGROUND

The terms of reference for the HRM Grants Committee were last revised and approved in September of 1999. The process for amending the committee's mandate and operating procedures requires a staff report to the HRM Grants Committee and the final approval of Regional Council. The revisions made in this report are intended for implementation in April 1, 2004.

DISCUSSION

The terms of reference presently guiding practice are included in this report as **Attachment 1**. For comparison, the proposed revised terms of reference which, if approved by Council, would come into effect April 1st, 2004 are included as **Attachment 2**. The following is a brief summary of the major changes:

1. Composition:

There are now 6 community councils, each with an appointed representative. Although this change has been accommodated in practice the terms of reference need to be updated. The number and name of the Community Councils shall not be listed so as to accommodate any boundary revisions or re-naming.

2. Assigned Community Representation:

The original terms of reference specified that two of the community representatives should be from the Metro Chamber of Commerce and the Metro United Way. The rationale for the designation of representation to specific interests was not explicitly stated; staff recommend the deletion of designated representation from the Metro Chamber of Commerce.

The proposed change does not preclude agency representation but places emphasis upon citizen participation and an open eligibility process. Further, the Halifax Chamber of Commerce has notified HRM in writing that it is the organization's preference not to have an appointee. Staff recommend that this seat be re-assigned to a community representative.

3. An Expanded Scope in Programming:

Regional Council approved HRM Real Property & Asset Management recommendation that the Grants Committee's mandate be expanded to include the review of the sale of surplus schools and the sale or lease of HRM surplus property at less-than-market value to non-profit community groups. The rationale for this change was to capture HRM's in-kind contributions to the non-profit sector provided under the auspices of an HRM department. Also, in 2003 the Capital Pledges Program was retired and reference to this form of grant is now redundant.

4. Budget Authority:

The original terms of reference assigned authority for the development of the Grants Program budget for Regional Council's approval to the HRM Grants Committee. This practice is counter to the standard business planning and budget approval process now in effect. In 2002-03 the portfolio was transferred from the Office of the Deputy CAO to HRM Financial Services, due process is to submit work plans and

budget requests through the departmental review process and not directly to Regional Council.

5. Chairperson's Voting Authority:

The allocation of a tie-breaking vote has been removed from the Chair so as to conform with the practice of Regional Council. In the event of a tied vote the motion is lost.

6. General Housekeeping:

Changes for clarity and consistency of style.

BUDGET IMPLICATIONS

None. Minor additional costs associated with an increase in the size of the committee and additional administrative expenses has been absorbed into the portfolio's annual administrative budget.

FINANCIAL MANAGEMENT POLICIES/BUSINESS PLAN

This report complies with the Municipality's Multi-Year Financial Strategy, the approved Operating, Capital and Reserve budgets, policies and procedures regarding withdrawals from the utilization of Capital and Operating Reserves, as well as any other relevant legislation.

ALTERNATIVES

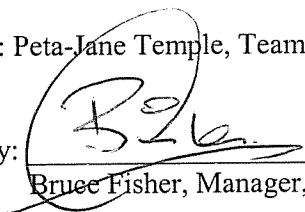
Regional Council could request additional detail with respect to operating policies and procedures.

ATTACHMENTS

1. HRM Grants Committee Terms of Reference, 1999.
2. Revised HRM Grants Committee Terms of Reference, 2004.

Additional copies of this report, and information on its status, can be obtained by contacting the Office of the Municipal Clerk at 490-4210 or Fax 490-4208.

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Report Approved By: 
Bruce Fisher, Manager, Financial Planning, HRM Financial Services 490-4493

Grant Committee

MANDATE

The review, evaluation and recommendations to Regional Council regarding operating grants, capital grants, rent subsidies and special grant requests and tax exemptions for non profit organizations managed by a duly appointed Grant Committee.

TERMS OF REFERENCE

1. COMPOSITION OF COMMITTEE

- 1.1 The Grants Committee shall be comprised of a voting membership, totalling ten (12) as follows:
 - 1.1.1 6 Councillors Halifax Regional Council, one representative from each Community Council and one additional Councillor from Harbour East Council to be selected by Regional Council
 - 1.1.2 6 members at large from the community, including one representative of Metro United Way and one representative of Metro Chamber of Commerce, where possible.
- 1.2 The community at large members shall be appointed by Halifax Regional Council.
- 1.3 Councillor members shall be appointed by their respective Community Council and inform Regional Council of their selection.
- 1.4 The chairperson may be an elected or a citizen member and shall be selected annually by the members. The chairperson shall have one vote and in the case of a tie vote shall cast a second vote.

2. TERMS OF OFFICE

- 2.1 Each Councillor will be appointed for a term of one (1) year, renewable each year to a maximum of three years.
- 2.2 Two community representatives will be appointed for a term of two (2) years and the remainder will be appointed to a term of one year and thereafter shall be appointed for a term of one year in order that there be a staggering of appointments. Should an incoming Council appoint new community representatives to the Committee they shall follow the staggering formula of two and one year appointments.

3. VACANCIES

- 3.1 The chairperson shall inform the Council and/or Community Councils of any vacancies;
- 3.2 Should a vacancy occur as the result of withdrawal of a Councillor the appropriate Community Council will appoint a new representative to complete the term.

- 3.3 Should a vacancy occur as a result of withdrawal of a community representative Council will appoint a community representative to complete the unexpired term, within two scheduled Regional Council meetings upon being informed of the vacancy.
- 3.4 Absence from three consecutive meetings without cause will result in membership being ended.

4. DUTIES (to be reviewed annually)

The duties of the Grant Committee are to:

- 4.1 advise Regional Council on all matters related to the allocation of grants, as defined by Regional Council;
- 4.2 develop criteria for eligibility and priorities for funding
- 4.3 develop an annual budget for approval by Regional Council; and
- 4.4 develop the terms of reference for a comprehensive municipal grant program in cooperation Halifax Regional Municipality staff and utilizing feedback from the community at large.

5. QUORUM

A Quorum at a meeting of the Committee shall be a simple majority of the sitting members of which three are Councillors.

6. MEETINGS

- 6.1 The Committee shall meet as required to facilitate the timely review and recommendations on applications.
- 6.2 The chairperson shall be responsible for calling meetings of the Committee.
- 6.3 Notice of meetings and minutes of Committee meetings shall be provided by the Municipal Clerk's office.

7. REMUNERATION

Members shall not be remunerated for serving on the committee except where reimbursement will be made, in accordance with HRM policies, for reasonable expenses incurred while in the service of the Committee.

8. DECLARATION OF CONFLICT OF INTEREST

Where personal or professional involvement or association could result in a conflict of interest for a member of the Committee, the member shall declare the conflict and abstain from debate on the related topic, where appropriate, remove themselves from a meeting and shall not vote on any motion applying to the declared conflict.

Attachment 2

HRM Grants Committee

Terms of Reference

MANDATE

The HRM Grants Committee shall review, evaluate and make recommendations to Regional Council regarding annual cash grants, rent subsidies, property tax exemptions, less than market value property sales and leases to registered non-profit organizations and charities managed by a duly appointed Grants Committee.

1. COMPOSITION OF COMMITTEE

- 1.1 The HRM Grants Committee shall comprise a voting membership, totaling twelve (12) as follows:
 - 1.1.1 An elected member of Regional Council representing each Community Council jurisdiction;
 - 1.1.2 Six (6) members-at-large from the community, one of which shall be nominated by the Metro United Way of Halifax Region.
- 1.2 The representatives of Regional Council shall be appointed by their respective Community Council and shall inform Regional Council of their selection.
- 1.3 The members-at-large shall be appointed by Regional Council.
- 1.4 The Chair may be elected representative or a citizen member and shall be selected annually by the voting members of the HRM Grants Committee. The Chair shall have one (1) vote.

2. TERM OF OFFICE

- 2.1 Each elected representative shall be appointed for a term of one (1) year, renewable each year.
- 2.2 Three community representatives shall be appointed for a term of two (2) years and thereafter may be re-appointed for a term of one (1) year so as to ensure staggered terms. Three community representatives shall be appointed for a term of one (1) year and thereafter may be re-appointed for a term of one (1) year.
- 2.3 A call for citizen membership shall be conducted each fall through the Office of the Municipal Clerk.

3. VACANCIES

- 3.1 The Chair shall inform Regional Council and/or Community Councils of any vacancies.
- 3.2 Should a vacancy occur during an elected member's term of office the appropriate

Community Council shall appoint a new representative to complete the balance of the term.

- 3.3 Should a vacancy occur during a citizen's term of office Regional Council shall appoint a replacement to complete the balance of the term.
- 3.4 Effective as of the date of official notification of a vacancy for a citizen representative, Regional Council shall be notified by staff. Regional Council shall then appoint a new member within two (2) regularly scheduled meetings of Council. The replacement shall be selected from names submitted during the annual call for citizen representatives. In the event of the unavailability of an alternate from the list of names submitted for consideration through an annual call for committee members, Regional Council may appoint a citizen through an additional call for expressions of interest.

4. DUTIES

The duties of the HRM Grants Committee are to:

- 4.1 Advise Regional Council on all matters related to the allocation of grants, as defined by Regional Council;
- 4.2 Develop eligibility criteria, priorities, policy and procedures for assistance under the respective programs and services managed under the auspices of the HRM Grants Program portfolio;
- 4.3 Evaluate programs and services managed under the auspices of the HRM Grants Program portfolio in cooperation with HRM staff, stakeholders, and the general public with a view to making recommendations to Regional Council respecting scope of programming, service standards, and funding capacity.
- 4.4 The duties of the HRM Grants Committee shall be reviewed annually by staff and Committee members and may be amended by Regional Council on an on-going basis.

5. QUORUM

- 5.1 A quorum at a regular meeting of the HRM Grants Committee shall be a simple majority of members (7) of which two (2) shall be elected representatives.

6. MEETINGS

- 6.1 The committee shall meet as required to facilitate the timely review and recommendations on applications, legislation, policy and procedures, public consultation, program evaluation, contractual matters, or appeals.
- 6.2 The Chair shall be responsible for calling meetings of the HRM Grants Committee.
- 6.3 Notice of meetings and minutes shall be provided by the Office of the Municipal Clerk.

7. REMUNERATION

Revise the committee's mandate to include additional responsibilities with respect to property sales and leases; provide greater specificity:

"The review, evaluation, and recommendations to Regional Council regarding annual cash grants, rent subsidies, tax exemption, property sales, and property leases to non-profit organizations and charities managed by a duly appointed HRM Grants Committee"

Members shall not be remunerated for serving on the committee except where reimbursement is made in accordance with HRM policy for reasonable expenses incurred while in the service of the Committee.

8. DECLARATION OF CONFLICT OF INTEREST

- 8.1 Where personal or professional involvement or association could result in an actual or perceived conflict of interest for a member of the Committee, the member shall declare the conflict and abstain from debate on the related topic, or where appropriate remove themselves from a meeting and shall not vote on any motion applying to the declared conflict.
- 8.2 Staff who serve in support of the HRM Grants Committee are expected to abide by HRM's ethical guidelines and to abstain from debate, an evaluation process, or decision-making process as applicable. In cases of a declared conflict of interest, an alternate staff member shall be appointed either (a) by the Grants Committee or (b) the Director of Financial Services to serve the Committee.

Approved: January, 2004.