



PO Box 1749
Halifax, Nova Scotia
B3J 3A5 Canada

Item No. 11.2.3

Halifax Regional Council
February 12, 2008
February 19, 2008

TO: Mayor Kelly and Members of the Halifax Regional Council

SUBMITTED BY: *for Melny Campbell*
Councillor Russell Walker, Chair, HRM Grants Committee

DATE: February 4, 2008

SUBJECT: HRM Grants Committee - Terms of Reference

ORIGIN

Grants Committee meeting of February 4, 2008.

RECOMMENDATION

It is recommended that Regional Council approve:

1. Amendments to the HRM Grants Committee Terms of Reference Item 1, sub-section 1.1.2 to delete the phrase "...one of which shall be nominated by the Metro United Way of Halifax Region."

BACKGROUND

See staff reports attached as Attachment 1 to this report.

BUDGET IMPLICATIONS

See staff reports attached as Attachment 1 to this report.

FINANCIAL MANAGEMENT POLICIES/BUSINESS PLAN

See staff reports attached as Attachment 1 to this report.

ALTERNATIVES

See staff reports attached as Attachment 1 to this report.

ATTACHMENTS

1. Staff Report dated November 6, 2007 - HRM Grants Committee - Revised Terms of Reference

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.

Report Prepared By: Melody Campbell, Legislative Assistant.



PO Box 1749
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Attachment 1

Item No.

HRM Grants Committee
February 4, 2008

TO: Chair and Members HRM Grants Committee

SUBMITTED BY: *S. Dale MacLennan*
S. Dale MacLennan, CA, Director of Finance

DATE: November 6, 2007

SUBJECT: HRM Grants Committee - Revised Terms of Reference

ORIGIN

This report originates with staff of HRM Finance. A change in representation for the United Way of Halifax Region presents a timely opportunity to discontinue a designated representative for this one community agency and to recommend that all six (6) members-at-large are from the general public. These representatives are solicited through an annual call for applications conducted by the office of the Municipal Clerk and appointed by Regional Council.

RECOMMENDATION

It is recommended that:

The HRM Grants Committee approve in principle amendments to the HRM Grants Committee terms of reference Item 1, sub-section 1.1.2 to delete the phrase "...one of which shall be nominated by the Metro United Way of Halifax Region".

BACKGROUND

At the time of its formation the Grants Committee comprised elected representatives, members of the general public, and two agency appointments - the Halifax Chamber of Commerce and the Metro United Way. In 2004, the Chamber of Commerce notified HRM of their preference not to have an appointee. The rationale for the designation of representation for specific interests was not formally stated; it might be linked to the funding sources that were merged to form the initial *Community Grants Program* budget ie. primarily from former social services and tourism departmental operating budgets.

DISCUSSION

Under Item 1 Composition of Committee the committee comprises twelve (12) voting members: 6 elected members of Regional Council appointed by their respective Community Council . Item 1.1.2 states that there shall be "Six (6) members-at-large from the community, one of which shall be nominated by the Metro United Way of Halifax Region". To avoid any perception of preferential consideration to one funding sector, or groups funded by an external agency, staff recommend that the appointee from the United Way of Halifax Region be discontinued and that the six (6) members-at-large be appointed annually by Regional Council in an open application process.

BUDGET IMPLICATIONS

There are no costs associated with this recommended policy change.

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 relevant legislation.

ALTERNATIVES

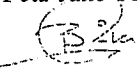
1. The HRM Grants Committee could amend or overturn staff's recommendation.

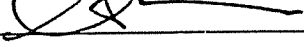
ATTACHMENTS

1. Current Terms of Reference for the HRM Grants Committee (January, 2004)
2. Letter to HRM from United Way of Halifax Region, November 30, 2007, (hard copy available).

A copy of this report can be obtained online at <http://www.halifax.ca/council/agendasc/agenda.html> then choose the appropriate meeting date, or by contacting the Office of the Municipal Clerk at 490-4210, or Fax 490-4208.

Report Prepared by: Peta-Jane Temple, Team Lead, Tax, Grants & Special Projects 490-5469

Report Approved by: 
Bruce Fisher, Manager Tax & Fiscal Policy, HRM Finance, 490-4493

Financial Approval by: 
Catherine Sanderson, Senior Manager, Financial Services, 490-1562

Attachment 1

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.

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 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

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

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.



United Way of Halifax Region

7th floor, Royal Bank Building
46 Portland Street
Dartmouth, Nova Scotia
B2Y 1H4

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ATTACHMENT 2

November 30, 2007

Ms. Peta-Jane Temple
Team Lead, Tax, Grants & Special Projects
3rd Floor Duke Tower
PO Box 1749
Halifax NS B3J 3A5

Dear Ms. Temple:

Thank you for your letter of November 6 outlining the decision and rationale for changing the representation on the HRM Grants Committee. United Way is a strong advocate for citizen participation in public institutions and we support the direction you are taking.

I would like to thank the Committee for the opportunity to work together over the past ten years and wish you every success for the future.

Sincerely,

Peter Mortimer
Senior Director of Community Resources

HALIFAX

REGIONAL MUNICIPALITY

November 6, 2007

United Way of Halifax Region
c/o Ms. Catherine Woodman
7th Floor - 46 Portland Street
Dartmouth, NS B2Y 1H4

COPY

Dear Ms. Woodman:

Re: HRM Grants Committee

Further to our telephone conversation yesterday, I am writing to advise the United Way of Halifax Region that HRM staff recommend discontinuation of a designated representative on the HRM Grants Committee so as to provide for equitable representation among the non-profit sector.

Evidently, at the time of amalgamation the HRM Grants Committee comprised elected representatives, staff, members of the general public, the United Way, and the Halifax Chamber of Commerce. The appointment of representatives from the latter two agencies probably reflected the principle source of funding for the program ie. social services and tourism (economic development associated with festivals, events, arts etc). Since then the Chamber of Commerce has relinquished their role, in part because the Community Grants Program does not fund economic development. With the recent change in United Way representation I thought it a timely opportunity to propose to the Grants Committee that representation from only one community agency be discontinued and replaced by another member of the public at large through the annual open call for applications.

This recommendation does not in any way reflect upon the value contributed by your organization to our deliberations. However, to provide designated representation to only one agency could be mis-construed as preferential consideration, especially given the broad scope and diverse interests of the non-profit sector. In the alternative, organizations representing the interests of specific sectors might be encouraged to make a written or verbal presentation to the Grants Committee to share information, policy issues, advocacy initiatives, or to identify gaps or opportunities.

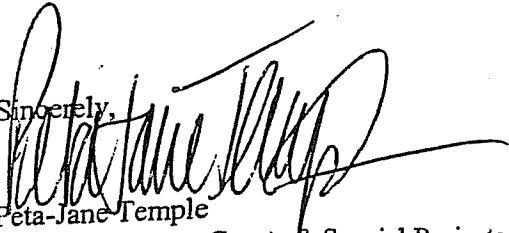
The formal process of change requires a written report to the HRM Grants Committee with staff's recommendation and rationale. The committee's terms of reference will need to be revised and approved by Regional Council. Hence, when this issue was discussed by the Grants Committee at our October meeting staff were directed to contact your office to explain the issue and address any questions or concerns. We wanted to avoid any offense or mis-understanding. It is, in our opinion, appropriate that the United Way be informed personally and in writing prior to any formal, public deliberation.

In closing I would ask that you forward this letter to the society's Board of Directors so that they are aware of the rationale for our proposed change. We would also like to take this opportunity to thank the

United Way of Halifax Region for your continued support over the past ten years and the consistently high quality representation.

Our best wishes for your continued success.

Sincerely,



Peta-Jane Temple

Team Lead, Tax, Grants & Special Projects

cc: HRM Grants Committee
File

