

Halifax Sewage Treatment Plant

Community Liaison Committee

Effective Committee Practices

In the interests of Committee effectiveness, members agree to be bound by the following practices:

1. Members will not on their own, or as part of another association, engage in any independent action that is in conflict with the terms of reference or role of the Committee
2. Members will strive at all times to ensure that the best interests of all area residents are taken into account.
3. Committee members will speak with one voice on all STP matters; disagreements and differences of opinion will only be voiced within the Committee. The members have a duty to fully explore minority viewpoints within the Committee.
4. Wherever possible important decisions (agreements, strategies, etc) will be made by consensus. Where consensus is not possible a vote of the members present will be taken. All members may vote and in the case of a tie the motion is defeated.
5. There will be no alternate members and no proxy voting.
6. All regular Committee meetings will be open to members of the public. Members of the public wishing to formally address or speak to the Committee may do so by requesting in advance, time on the agenda. Such requests will be made directly to the Chair or to the Chair through a member of the Committee. Members of the public who attend without advance notice may, if they so request, also be recognized by the Chair and provided an opportunity to speak for up to 5 minutes.
7. The Committee will keep notes of its regular meetings rather than verbatim minutes. Such notes will be a record of who attended, decisions of the Committee and the main points of discussion. The notes of meetings will normally be distributed to committee members and those who attended although will be available to anyone who requests a copy.

Authority and Responsibility

8. The all volunteer Community Liaison Committee is recognized by the Halifax Harbour Solutions Project Team and the contractors as the voice of the community. As a part of the Halifax CLC a member acts in a position of trust for the community and is responsible for the effective governance of the CLC.

Requirements

9. Requirements of a member of the CLC include:

- a. Commitment to the work of the CLC.
- b. Willingness to serve on committees.
- c. Regular attendance at meetings of the CLC.
- d. Regular attendance at meetings of assigned committees.
- e. Attendance and support at public meetings and events.
- f. Attendance at CLC meetings, every second Tuesday from 6:00pm to 7:30pm.
- g. Willingness to abide by and sign the CLC member Agreement.
- h. Demonstrated community involvement

Term

- 10. The length of the term will be for the duration of the Harbour Solutions project. The length of the project will be determined by the CLC members. Members may be released at any time during the term by written resignation or at the recorded majority vote of the CLC.

General Duties

- 11. A member is fully informed on CLC matters, and participates in the CLC's deliberations and decisions in matters concerning the CLC terms of reference, guiding principles and community consultations.
- 12. The member must:
 - a. Participate in the whole CLC process including regularly attending meetings, writing letters, developing proposals, preparing for community meetings, and assisting in the administrative work of the CLC etc.
 - b. Approve, where appropriate, recommendations received from the CLC, its standing committees and HHSP staff.
 - c. Monitor all CLC business.
 - d. Participate in drafting and reviewing all CLC plans and, recommend revisions.
 - e. Participate in the development of public consultation process and plan.
 - f. Approve the hiring or contracting of consultants as required by the public consultation.
 - g. Support and participate in evaluating the public consultation process.
 - h. Assist in developing and maintaining positive relations among the CLC, HHSP, the private partner, and community.
 - i. Review the CLC structure, approve changes.
 - j. The CLC members will develop their Committee structure. The Chair and Secretary of the CLC will be elected from the members. The members will create other CLC positions as they deem appropriate.

Evaluation

- 13. A member's performance is evaluated periodically based on the performance of assigned CLC requirements and duties.