



P.O. Box 1749
Halifax, Nova Scotia
B3J 3A5 Canada

Item No. 10.2.1
Halifax Regional Council
December 6, 2011

TO: Mayor Kelly and Members of Halifax Regional Council

Original Signed

SUBMITTED BY:

Councillor Russell Walker, Chair, Audit and Finance Standing Committee

DATE: November 17, 2011

SUBJECT: Amendment to the Grants Committee and Special Events Advisory
Committee's Terms of Reference

ORIGIN

The November 16, 2011 meeting of the Audit and Finance Standing Committee.

RECOMMENDATION

It is recommended that Halifax Regional Council approve an amendment to the Grants Committee and Special Events Advisory Committee Terms of Reference, Section 1.4, to read as follows: *"The Chair shall be appointed annually by the Audit and Finance Standing Committee from the membership of the Audit and Finance Standing Committee."*

BACKGROUND

The Terms of Reference for the Audit and Finance Standing Committee, Section 3.6, states that the Audit and Finance Standing Committee shall liaise with the Grants Committee and Special Events Advisory Committee *through nomination of the Council and Citizen Representatives and appointment of the Chair of the Committees from a member of the Audit and Finance Standing Committee.*

The Terms of Reference for Grants Committee and Special Events Advisory Committee, Section 1.4, must now be amended to reflect that the Chair shall now be appointed on an annual basis from the membership of the Audit and Finance Standing Committee. The amended section 1.4 for the Grants Committee and Special Events Advisory Committee will now read as follows: *“The Chair shall be appointed annually by the Audit and Finance Standing Committee from the membership of the Audit and Finance Standing Committee.”*

DISCUSSION

The mandate of the Audit and Finance Standing Committee includes the appointment of one of its members as Chair to the Grants Committee and Special Events Advisory Committee. The purpose of this is to ensure efficient communication between the Standing Committee and its Sub-Committees.

The Terms of Reference for the Grants Committee and Special Events Advisory Committee must now reflect that the Chair shall be a member of the Audit and Finance Standing Committee and appointed annually by the Standing Committee.

BUDGET IMPLICATIONS

None associated with this report.

FINANCIAL MANAGEMENT POLICIES/BUSINESS PLAN

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

COMMUNITY ENGAGEMENT

N/A

ALTERNATIVES

1. Halifax Regional Council may choose not to approve the amendment to the Grants Committee and Special Events Advisory Committee Terms of Reference.

ATTACHMENTS

1. Amended Terms of Reference for the Grants Committee and Special Events Advisory Committee.

A copy of this report can be obtained online at <http://www.halifax.ca/council/agendasc/cagenda.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: [Chris Newson, Legislative Assistant, 490-6732]

HRM Grants Committee

Terms of Reference

Effective February 19, 2008

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
- 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 shall be appointed annually by the Audit and Finance Standing Committee from the membership of the Audit and Finance Standing Committee.

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

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: February 19, 2008

Amended: December 6, 2011 (Appointment of Chair)

*Special Events Advisory Committee
Terms of Reference*

MANDATE

The HRM Special Events Advisory Committee shall review, evaluate and make recommendations to Regional Council regarding the annual Special Event Reserve, Festivals & Events Grants and the Summer Festival Grants with the support from staff of the Community Relations and Events Division of the Community Development Department.

STATEMENT OF PURPOSE

Pursuant to the HRM Civic Events Policy Framework, members of the HRM Special Events Advisory Committee will evaluate applications for the Special Event Reserve, Festivals and Events Grants and the Summer Festival Grants using an operational framework for events designed around “community development” versus “economic and tourism development “ outcomes.

Under “community development outcomes” (Festivals & Events Grants and the Summer Festival Grants) the strategic focus will be on festivals, community celebrations and civic events and under “tourism and economic development outcomes” (Special Events Reserve) the focus will be on commercial, tourism, sporting and significant celebrations.

1. COMPOSITION OF COMMITTEE

- 1.1 The HRM Special Events Advisory Committee shall comprise a voting membership, totalling twelve (12) as follows:
 - 1.1.1 Four (4) elected members of Halifax Regional Council representing the urban, suburban and rural areas of the Halifax Regional Municipality;
 - 1.1.2 One (1) member from the Greater Halifax Partnership;
 - 1.1.3 One (1) member from the Hotel Association of Nova Scotia;
 - 1.1.4 One (1) member from the Chamber of Commerce;
 - 1.1.5 One (1) member from Destination Halifax, and
 - 1.1.6 Four (4) members at large.
- 1.2 The representatives of Regional Council shall be appointed by the Audit and Finance Standing Committee and shall inform Regional Council of their selection.
- 1.3 The members-at-large shall be appointed by the Audit and Finance Standing Committee and shall inform Regional Council of their selection..
- 1.4 The Chair shall be appointed annually by the Audit and Finance Standing Committee from the membership of the Audit and Finance Standing Committee.

2. TERM OF OFFICE

- 2.1 Each elected representative shall be appointed for a term of two (2) years, renewable.
- 2.2 Four 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. Four 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 the Clerk's Office of any vacancies.
- 3.2 Should a vacancy occur during an elected member's term of office the Council Selection Committee and Regional 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 citizen member. The replacement shall be selected from among the 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 Special Events Advisory Committee are to:

- 4.1 Advise Regional Council on all matters related to the allocation of the Special Event Reserve, Festivals & Events Grants and Summer Festivals Grants,
- 4.2 Continue to review eligibility criteria, priorities, policy and procedures for assistance under the respective programs and services managed under the auspices of the HRM Special Events & Festivals Grants portfolio;
- 4.3 The duties of the HRM Special Events Advisory 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 Special Events Advisory Committee shall be a simple majority of members (7) of which one (1) shall be the elected representatives.

6. MEETINGS

- 6.1 The committee shall meet as required to facilitate the timely review and recommendations on the Special Event Reserve, Festivals & Events Grants and Summer Festivals Grant applications.
- 6.2 The Chair in consultation with staff shall be responsible for calling all meetings of the HRM Special Events Grants Committee.
- 6.3 Notice of the HRM Special Events Advisory Committee meetings and minutes shall be provided by the Office of the Community Relations & Events Division.

7. REMUNERATION

Members of the HRM Special Events Advisory Committee 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

Where personal or professional involvement or association could result in an actual or perceived conflict of interest for a member of the HRM Special Events Advisory 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.

Approved March 27, 2007

Amended April 1, 2008

Amended March 24, 2009

Amended November 30, 2010

Amended October 18, 2011

Amended December 6, 2011 (Appointment of Chair)