

**Item No. 10.2.1**  
**Halifax Regional Council**  
**October 30, 2012**

**TO:** Mayor Kelly and Members of Halifax Regional Council

*ja*  
Original Signed

**SUBMITTED BY:** *ja*  
\_\_\_\_\_  
Russell Walker, Chair, Audit and Finance Standing Committee

**DATE:** October 22, 2012

**SUBJECT:** Status of Grants and Special Events Advisory Committee

**ORIGIN**

This report was received by the Audit and Finance Standing Committee from the Municipal Clerk's Office on October 17, 2012.

**RECOMMENDATION**

The Audit and Finance Standing Committee recommends Halifax Regional Council:

1. Extend the terms of the current citizen and sector representatives on the Grants and Special Events Advisory Committees to a date no later than November 13, 2013.
2. Approve the specific administrative amendments, as set out in Attachment A, to the Terms of Reference for the Grants and Special Events Advisory Committee to better reflect the new Council.

## **BACKGROUND**

This report was presented to the Audit and Finance Standing Committee by the Municipal Clerk's Office to ensure the committee and Regional Council continue to receive advice from the Grants and Special Events Advisory Committees during Council's transition period.

## **DISCUSSION**

Following queries from Councillors, the Deputy Clerk noted that this recommendation allows the committee the opportunity to recommend to Council changes to the committee membership any time before November 13th, 2013.

## **BUDGET IMPLICATIONS**

There are no budget implications 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**

No further Community Engagement required given the mandate of Halifax Regional Council with regard to membership on Advisory Boards and Committees. Citizen members have been appointed to these Committees in accordance with the HRM Public Appointment Policy.

## **ENVIRONMENTAL IMPLICATIONS**

No Environmental implications identified.

## **ALTERNATIVES**

No alternatives were provided.

**ATTACHMENTS**

Report regarding Status of Grants and Special Events Advisory Committee; dated September 3, 2012

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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: Matt Godwin, Legislative Assistant, 490-6521

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P.O. Box 1749  
Halifax, Nova Scotia  
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**Audit and Finance Standing Committee  
September 19, 2012**

**TO:** Chair and Members of Audit and Finance Standing Committee

**SUBMITTED BY:** Original Signed \_\_\_\_\_  
Cathy Mellett, Municipal Clerk

**DATE:** September 3, 2012

**SUBJECT:** Status of Grants and Special Events Advisory Committee

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**ORIGIN**

Municipal Clerk.

**RECOMMENDATION**

The Audit and Finance Committee recommend that Halifax Regional Council:

1. Extend the terms of the current citizen and sector representatives on the Grants and Special Events Advisory Committees to a date no later than November 13, 2013.
2. Approve the specific administrative amendments, as set out in Attachment A, to the Terms of Reference for the Grants and Special Events Advisory Committee to better reflect the new Council.

## **BACKGROUND**

The Grants and Special Events Committees have been established with a Terms of Reference (including composition and mandate) by Regional Council. Only Regional Council may establish such an advisory committee, set the composition and Terms of Reference (mandate) and/or dissolve the committee once established.

In January 2010 the Audit & Finance Standing Committee of Regional Council was provided the mandate to oversee the policy recommendations of both Committees and to appoint the Chair of both committees from the members of the Standing Committee (as a form of accountability and oversight).

## **DISCUSSION**

With the election of a new Regional Council and the requirement to reform/re-establish a Community Council and Standing Committee governance structure, staff is proposing the dissolution of Community Councils and the appointment of interim Standing Committee members until such time as the new Council determines the new governance structure. At the same time, the terms of all members of both the Grants Committee (Councillor and citizen) and The Special Events Advisory Committee (Councillor, citizen and sector) expire November 30, 2012.

Without membership of citizen/sector representatives or appointment of members of Council by Regional Council, neither Committee will be in the position to meet until such time as appointments are made by the new Council. All staff reports would have to be directed to Council for approval.

To ensure that Halifax Regional Council continues to receive the valued advice of these two Committees, the current Audit & Finance Committee could recommend to Regional Council action which would not bind the new Council to any specific direction. For example, extending the terms of the current citizen/sector members to November 2013 (or an earlier date) and changing the Terms of Reference to better reflect the requirements of any new structure. The new Council would be in the position to quickly call for a) nomination of Council members to the Committees and b) if necessary, expressions of interest/nomination of Community/Sector representatives

## **BUDGET IMPLICATIONS**

There are no budget implications 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**

No further Community Engagement required given the mandate of Halifax Regional Council with regard to membership on Advisory Boards and Committees. Citizen members have been appointed to these Committees in accordance with the HRM Public Appointment Policy.

## **ENVIRONMENTAL IMPLICATIONS**

No Environmental implications identified.

## **ALTERNATIVES**

Alternatively, the current Audit & Finance Committee could recommend to Regional Council the dissolution of one or the other of the Committees and consolidation of the Terms of Reference into one single Grants Committee. This would require more detailed analysis and discussion and given the short transition time line is not recommended.

## **ATTACHMENTS**

Attachment A: Amendments to Terms of Reference of Grants Committee and the Special Events Advisory Committee

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

Report Prepared by: Sherryl Murphy, Deputy Clerk, 490-4211

Original Signed

Report Approved by: Cathy Mellett, Municipal Clerk

Original Signed

Financial Approval by: \_\_\_\_\_  
Greg Keefe, Director of Finance and Information Technology/CFO, 490-6308

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ATTACHMENT A

**Grants Committee  
Terms of Reference  
Amendments to Composition/Quorum**

**1. COMPOSITION OF COMMITTEE**

1.1 The HRM Grants Committee shall comprise a voting membership of up to twelve (12) as follows

1.1.1 The Chair appointed from the membership of the Audit Committee

1.1.2 One (1) elected member of Regional Council from each Community Council

1.1.3 Six (6) members at large from the community

**5. QUORUM**

5.1 A quorum at a regular meeting of the HRM Grants Committee shall be a simple majority of members of which at least one (1) shall be an elected member of Regional Council.

**Special Events Advisory Committee  
Terms of Reference  
Amendments to Composition/Quorum**

**1. COMPOSITION OF COMMITTEE**

1.1 The HRM Special Events Advisory Committee shall comprise a voting membership of up to twelve (12) as follows:

1.1.1 A Chair appointed from the members of the Audit Committee

1.1.2 One (1) elected member of Regional Council from each Community Council representing the urban, suburban and rural areas of HRM

1.1.3 Four (4) members at large from the community

1.1.4 One (1) member of the GHP

1.1.5 One (1) member of the Hotel Association of Nova Scotia, and

1.1.6 One (1) member from Destination Halifax

**5. QUORUM**

5.1 A quorum at a regular meeting of the HRM Grants Committee shall be a simple majority of members of which at least (1) shall be an elected member of Regional Council.