

## **Terms of Reference Mobile Home Park Advisory Committee**

The Mobile Home Park Advisory Committee is established to:

- G** liaise with the Province on matters related to Mobile Home Parks;
- G** provide support and guidance to staff in the review of the Mobile Home Park By-Laws and the development of an effective enforcement program;
- G** ensure park tenants and owners are educated in municipal legislation and the responsibilities of all stakeholders.

### **Guiding Principles:**

**Client Focus:** All participants maintain a focus on the impact of legislation on our “common clients”; the tenants and owners of the parks.

**Effectiveness:** Work together to identify solutions to existing or potential problems within mobile home parks.

**Clarity:** Ensure that both HRM and Provincial staff know their roles and responsibilities within their respective legislation.

### **Membership**

‘ 7 Councillors

The following staff would be non-voting members on the Committee.

- G** Manager of Subdivision & Land Use, Planning and Development Services
- G** Development Officer, Planning and Development Services
- G** Coordinator of Parks - Capital Projects
- G** Community Developer

### **Appointment**

- G** The members shall be appointed for a term of three (3) years.
- G** Appointments shall be made by the Halifax Regional Council..

## **Re-appointment**

Re- appointment of members shall follow the procedure for Committees of Council - Two year appointments with two terms as a member of the committee.

## **Responsibilities**

The Mobile Home Park Committee shall have the following responsibilities:

- G** Provide leadership by identifying how best to educate mobile home park owners and tenants of municipal and provincial regulations and the responsibilities of all parties;
- G** Provide guidance to municipal staff on the review of existing HRM Mobile Home Park By-Laws;
- G** Provide staff with feedback on enforcement of the Mobile Home Park By-Laws;
- G** To liaise with provincial staff regarding the Residential Tenancies Act and mobile home parks;
- G** Assemble an inventory of existing parkland/playgrounds in Mobile Home Parks;
- G** To carry out an annual review of the Committee structure and mandate.

## **Meetings**

Meetings will be held monthly unless otherwise agreed to by the Committee.

Approved: June 13, 2006