



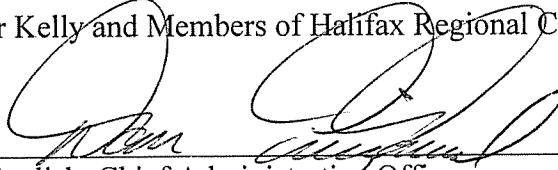
PO Box 1749  
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**Halifax Regional Council**  
**June 13, 2006**

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

**SUBMITTED BY:**

  
\_\_\_\_\_  
Dan English, Chief Administrative Officer

  
\_\_\_\_\_  
Wayne Anstey, Deputy Chief Administrative Officer

**DATE:** April 11, 2006

**SUBJECT:** Mobile Home Park Advisory Committee - Terms of Reference

**ORIGIN**

Motion of Councillor Snow, July 5, 2005 Regional Council.

**RECOMMENDATION**

It is recommended that Regional Council approve the proposed Terms of Reference for the Mobile Home Park Advisory Committee.

**BACKGROUND/DISCUSSION**

At the July 5, 2005 meeting of Regional Council, a motion was passed to establish a Mobile Home Park Committee to review mobile home park issues which fall under Municipal Government jurisdiction and to direct staff to develop a Terms of Reference for this committee.

**BUDGET IMPLICATIONS**

As indicated in the October 27, 2005 information report, the costs associated with printing of materials will be absorbed within the Planning & Development budget (account #C420-6205).

**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. Approve the request to establish the Mobile Home Park Advisory Committee as per the attached terms of reference. This is the staff recommendation.
2. Regional Council could refuse the request for the establishment of a Mobile Home Park Advisory Committee

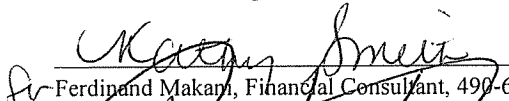
**ATTACHMENTS**

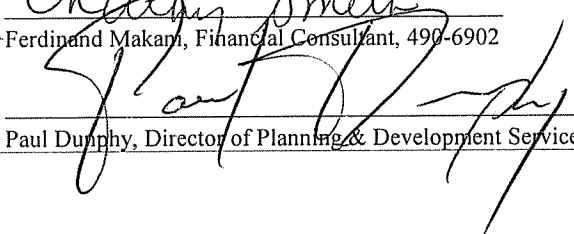
Attachment A - Mobile Home Park Advisory Committee Terms of Reference

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: Julia Horncastle, Legislative Assistant, 490-4211

Report Reviewed by: Sharon Bond, Manager of Subdivision & Land Use, 490-4800

  
Ferdinand Makani, Financial Consultant, 490-6902

Report Approved by:   
Paul Dunphy, Director of Planning & Development Services

**Attachment A  
Terms of Reference  
Mobile Home Park Advisory Committee**

**Mandate**

The Mobile Home Park Advisory Committee is established to:

- ▶ liaise with the Province on matters related to Mobile Home Parks;
- ▶ provide support and guidance to staff in the review of the Mobile Home Park By-Laws and the development of an effective enforcement program;
- ▶ 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**

- ▶ 5 Councillors

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

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

**Appointment**

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

The Chair shall be Councillor Krista Snow.

**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:

- ▶ 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;
- ▶ Provide guidance to municipal staff on the review of existing HRM Mobile Home Park By-Laws;
- ▶ Provide staff with feedback on enforcement of the Mobile Home Park By-Laws;
- ▶ To liaise with provincial staff regarding the Residential Tenancies Act and mobile home parks;
- ▶ Assemble an inventory of existing parkland/playgrounds in Mobile Home Parks;
- ▶ 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.