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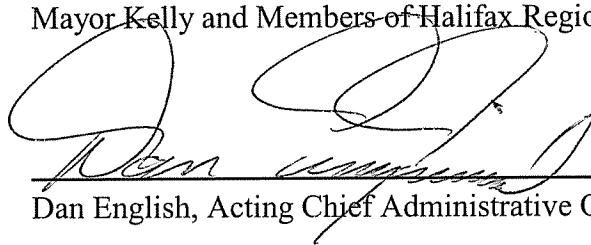


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Halifax Regional Council  
May 13, 2003

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

**SUBMITTED BY:**

  
Dan English, Acting Chief Administrative Officer

**DATE:** April 30, 2003

**SUBJECT:** Regional Planning Committee

**ORIGIN**

December 3, 2002 - Regional Council endorsed "Regional Planning Phase II: Action Plan", which recommended the establishment of a Regional Planning Committee to undertake the development of a Regional Plan for HRM.

April 23, 2003 - Regional Planning Committee finalized a draft Terms of Reference.

**RECOMMENDATION**

It is recommended that Regional Council approve the Terms of Reference for the Regional Planning Committee (Attachment "A").

## **BACKGROUND**

The Regional Planning Committee is established to advise Halifax Regional Council on specific matters as they pertain to the preparation and delivery of a Regional Plan for Halifax Regional Municipality. In order to conduct its business and to provide clarity as to its purpose and role, membership and meetings, as well as its reporting relationship to Regional Council, the Regional Planning Committee has drafted a Terms of Reference. The Committee seeks endorsement of its Terms of Reference from Regional Council such that it may move forward in carrying out its work on a Regional Plan for HRM.

## **DISCUSSION**

The Regional Planning Committee's proposed Terms of Reference (TOR) recognize that Regional Council's Corporate Priorities will be key drivers of regional planning for the municipality - safe communities; healthy, vibrant and sustainable communities, excellence in governance; and, excellence in service delivery; the values inherent in these priorities forming the very roots of the Regional Plan.

According to its TOR, the overall purpose of the committee will be to develop principles around which a regional plan will be developed, to guide solution options for the region's future growth, and to provide advice on selecting a solution. In addition, the committee will guide the development of a community consultation program in order to gain public input on potential planning policies which address the growth issues facing HRM.

The committee's primary role will be to provide advice on regional planning policies to Regional Council for use in formulating a Regional Plan. To fulfill this role, there are a number of specific activities to be carried out by the committee, including the submission of a work plan to Regional Council, advising staff on a public participation program and working with staff to gain public and other stakeholder input, and developing the core regional planning principles.

As Regional Council is aware, membership of the Regional Planning Committee consists of three (3) members of Regional Council, the CAO of HRM, and five (5) appointed citizens. In addition to the configuration of committee membership, the TOR includes selection criteria for membership should it be necessary to appoint new members. The term of appointment for councillors and citizens shall be for one year. Re-appointment, to a maximum of three consecutive terms, is also provided for.

The Chair and Vice-Chair of the committee shall be elected from its non-council and non-staff members. The role of the Chair/Vice-Chair is articulated in the TOR.

The TOR provides for the formation of sub-committees to the Regional Planning Committee to address specific topics and issues. The creation of sub-committees could provide opportunities for

greater involvement/participation by other members of Regional Council.

The Regional Planning Project Office will provide staff resources and support to the committee. As well, budget requirements for the committee will be included within the budget of the project office and subject to HRM's normal annual review and approval process.

Meeting minutes of the committee will be communicated in the usual manner.

### **BUDGET IMPLICATIONS**

None.

### **FINANCIAL MANAGEMENT POLICIES / BUSINESS PLAN**

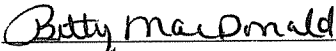
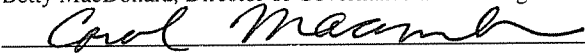
This report complies with the Municipality's Multi-Year Financial Strategy, the approved Operating, Capital and Reserve budgets, policies and procedures regarding withdrawals from the utilization of Capital and Operating reserves, as well as any relevant legislation.

### **ALTERNATIVES**

- 1) Change/alter the proposed Terms of Reference prior to endorsement.
- 2) Approve the proposed Terms of Reference. (Recommended)

### **ATTACHMENTS**

Attachment 'A' Terms of Reference: Halifax Regional Municipality Regional Planning Committee.

Additional copies of this report, and information on its status, can be obtained by contacting the Office of the Municipal Clerk at 490-4210, or Fax 490-4208.	
Report Prepared by:	Susan Corser, Planner II, Community and Regional Planning
Report Approved by:	 Betty MacDonald, Director of Governance and Strategic Initiatives
	 Carol Macomber, Project Manager, Regional Planning

Attachment 'A'

**Terms of Reference**

**HALIFAX REGIONAL MUNICIPALITY  
REGIONAL PLANNING COMMITTEE**

The Regional Planning Committee is established to advise Halifax Regional Council on specific matters as they pertain to the preparation and delivery of a Regional Plan for Halifax Regional Municipality.

**1. Background**

Halifax Regional Council has adopted four goals as its Corporate Priorities - safe communities; healthy, vibrant and sustainable communities; excellence in governance; and, excellence in service delivery. These are the values that will drive regional planning for the municipality; these values ingrained in the very roots of the Regional Plan.

In December 2002, Regional Council received an 'Action Plan' containing a review of the approach to regional planning following on the completion of Phase I of the Regional Planning Project. The document recommended "the establishment of the Regional Planning Community Committee to undertake the development of a Regional Plan". Regional Council has endorsed this recommendation.

**2. Purpose of Regional Planning Committee**

The overall purpose of the Regional Planning Committee is to develop principles around which a regional plan will be developed, guide solutions options, and provide advice on selecting a solution. Additionally, the committee will guide the development of a community consultation program in order to gain public input on potential planning policies which address the growth issues facing the Halifax Regional Municipality.

**3. Role of the Regional Planning Committee**

The Regional Planning Committee's primary role is to provide advice on regional planning policies to the Regional Council for use in formulating a Regional Plan for the Halifax Regional Municipality. More specifically, the Regional Planning Committee will:

- Within **sixty (60)** days of its establishment, submit a brief work plan to the Regional Council which will identify more specifically the Regional Planning Committee's schedule and outline its proposed actions.
- Advise staff on public participation program in order to stimulate public comment/consultation.

- Work with staff to determine a public participation program to gain further public and other stakeholder input. Additional meetings with specific stakeholders may be undertaken by the Regional Planning Committee either as a committee of the whole or through sub-committees. Written submissions will be allowed.
- Develop and recommend core regional planning principles and advise on other strategic aspects of regional planning.
- Recommend a Regional Planning Strategy that will be a guide for the future development of Municipal Planning Strategies.
- Advise on the need and priorities for background studies and research.
- Provide progress reports/presentations to Regional Council on a bi-monthly basis.
- Be subject to the government of Nova Scotia's Freedom of Information and Conflict of Interest policies.

#### **4. Membership**

Three (3) members of Halifax Regional Council  
Five (5) citizens  
Chief Administrative Officer of Halifax Regional Municipality

#### **5. Selection of Membership**

Selection criteria will include:

- willingness and ability to commit to the necessary time over a one year period;
- commitment and interest in the future of the Halifax Regional Municipality and a regional rather than local perspective;
- skills and experience related to roles and responsibilities of a regional planning stakeholder committee.

The selection committee will seek to create appropriate balance, including a mix of people with a variety of perspectives on social, economic, and environmental issues.

#### **6. Appointment**

The term of appointment shall be as follows:

Councillors - One year  
Citizens - One year

Appointments shall be made by the Halifax Regional Council.

**7. Re-appointment**

The Regional Planning Committee shall exist until February 2004. Subject to this term being extended by the Halifax Regional Council, citizen members may be appointed for a maximum of three consecutive terms.

**8. Chair and Vice-Chair**

The Regional Planning Committee shall elect from its non-council or non-staff members a Chair and Vice-Chair.

**9. Role of the Chair/Vice Chair**

The role of the Chair, in whole or part, can and will be shared with or delegated to the Vice-Chair. The Chair (Vice Chair) is an impartial individual who guides the process and facilitates meetings. The Chair (Vice Chair) will keep the group focused on the agreed-upon task, suggest alternative methods and procedures, and encourage participation by all committee members. The Chair (Vice Chair) will work with staff in preparing agendas and meeting summaries, and guide in drafting products and summaries of the committee. The Chair (Vice Chair) will act on behalf of the Committee as spokesperson to Council and the media.

**10. Meetings**

Meetings shall be held on the first and third Wednesday of the month or as agreed to by the committee.

**11. Meeting Times and Locations**

Meetings will be held from 3:00 p.m. to 6:00 p.m. Meetings will begin and end on time. Unless otherwise specified by the Committee, meetings will be held at the Halifax Ferry Terminal Boardroom.

**12. Sub-committees**

The Regional Planning Committee may form sub-committees to address specific topics and issues.

**13. Quorum**

The quorum for regular meetings shall be five (5) members, including at least one councillor.

**14. Decision Making**

Decisions about what to recommend to the Regional Council will be made by consensus. If necessary a vote will be taken, and minority reports may be submitted if any member wishes to do so.

**15. Resources**

The Regional Planning Project Office of the Halifax Regional Municipality will provide staff resources to the Regional Planning Committee including arranging meetings, agendas, note taking (summary and action items), distribution of materials, and other administrative functions. Any budget requirements for the Regional Planning Committee will be included within the budget of the Regional Planning Project Office, subject to the normal annual review and approval process of the Halifax Regional Municipality.

**16. Meeting Minutes**

A written summary of discussion and comments from each meeting will be prepared by staff and approved by the Committee. Meeting minutes will describe highlights of the meeting, areas of agreement, disagreement or decision, and recommendations or options.

Meeting minutes will be circulated to Committee members before being communicated in the usual manner.

These Terms of Reference for the Regional Planning Stakeholder Committee were endorsed by the Halifax Regional Council on \_\_\_\_\_ .