

APPENDIX 4

Terms of Reference

Halifax Regional Municipality Heritage Conservation District Stakeholder Steering Committee

1. Statement of Purpose

The Heritage Conservation District Stakeholder Steering Committee (the "Committee") will represent broader stakeholder interests within the proposed heritage conservation district. The Committee will operate as a sub-committee of the Municipal Heritage Advisory Committee (HAC) and will work with municipal staff throughout the heritage conservation district plan and by-law adoption process. Committee members will work with staff at key points in the planning process including issue and opportunity identification, review of draft policy and regulations, public participation, and discussion of other program elements as required.

2. Membership

Committee members shall be appointed by the Municipal Heritage Advisory Committee (HAC) using a consensus approach. HAC will seek to establish an effective balance of Committee members to best represent the interests of stakeholders.

The membership of the Committee shall represent a broad cross-section of stakeholders, including (but not necessarily limited to) : property owners, residents, business owners (where applicable), the area business commission or residents association (where applicable), Nova Scotia Heritage Trust or other similar heritage organization and HAC.

The Committee membership shall consist of:*

- a. Two (2) members of Heritage Advisory Committee
- b. One (1) member of Nova Scotia Heritage Trust**
- c. Two (2) property owners within the proposed district
- d. Two (2) business owners and/or tenants within the proposed district that do not own the property

*Additional members may be appointed at the discretion of HAC in order to effectively represent stakeholder interests.

** Where a member of Nova Scotia Heritage Trust is not provided, a representative of an alternative heritage-specific organization may be appointed to the Committee.

3. Meeting Guidelines

Meetings shall be held according to a regular schedule as agreed to by the Committee and endorsed by the HAC. Committee members will be required to attend meetings on a regular basis. The quorum for regular meetings is a majority of the appointed members.

The Committee may form sub-committees to address specific focus topics as deemed necessary. Meeting records of every Committee meeting shall be prepared and circulated (and approved) at the following meeting.

4. Committee Chair

The committee shall appoint a Chair and a Vice-Chair (to act in the absence of the Chair) who will keep the group focused on an accepted agenda, guide discussion and encourage participation by all committee members.

5. Decision-Making

The Committee will work on a consensus basis, however, should a vote be necessary, all motions shall require support from the majority of members present.

6. Reporting to HAC

The Committee will provide monthly verbal reports/updates to HAC and all Committee meeting minutes shall be forwarded to HAC for information.