

**HALIFAX REGIONAL MUNICIPALITY  
REGIONAL PLAN ADVISORY COMMITTEE**

**TERMS OF REFERENCE**

**Approved December 12, 2006  
Amended February 20, 2007  
Amended May 29, 2007  
Amended June 24, 2008  
Amended March 3, 2009  
Amended March 22, 2011**

The Regional Plan Advisory Committee is established to advise Halifax Regional Council on specific matters as they pertain to the implementation of the Regional Municipal Planning Strategy (Regional Plan) for Halifax Regional Municipality.

**1. Background**

Halifax Regional Council adopted a Regional Plan on June 27, 2006. The Regional Plan was reviewed by Service Nova Scotia and Municipal Relations pursuant to Section 208 of the *Municipal Government Act* and came into effect on Saturday, August 26, 2006.

The Regional Plan Policy G-1 recommends “the establishment of a Standing Advisory Committee to provide direction for the transition from regional planning to community visioning and secondary planning”.

**2. Purpose of Regional Plan Advisory Committee**

The overall purpose of the Regional Plan Advisory Committee is to establish criteria and benchmarks to monitor success in implementing the policies of the regional plan.

**3. Role of the Regional Plan Advisory Committee**

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

- Submit a work plan to the Regional Council which will identify specifically the Committee’s schedule and outline its proposed actions;
- Advise on the need and priorities for background studies and research related to the Functional Plans<sup>1</sup>;

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Functional plans are detailed management guidelines for setting budgets for programs, services and facilities consistent with the implementation of the Regional Plan.

- Provide reports/presentations to Regional Council on the progress of Regional Plan implementation, including but not limited to, community visioning, functional plans, master plans and community plans;
- To lead, review, and make recommendation to Council on any proposed amendments to the Regional Plan;
- Review and make recommendations on the deliverables of the Community Visioning Pilot Project;
- Be subject to the government of Nova Scotia's Freedom of Information and Conflict of Interest policies.

#### 4. **Membership**

Councillors - Chair or designate from Transportation Standing Committee  
 - Chair or designate from Environment and Sustainability Standing Committee  
 - Chair or designate from Community Planning and Economic Development Standing Committee;

HRM Chief Administrative Officer;

HRM residents drawn from urban, suburban, and rural communities including a range of knowledge and interest in areas of the environment, economics, and development **(10)**

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

Selection criteria will include:

- willingness and ability to commit to the necessary time over a three year period;
- commitment and interest in the future of the Halifax Regional Municipality;
- a regional rather than local perspective;
- knowledge of social, health, cultural, economic and environmental issues;
- effective interpersonal and communication skills;
- ability to work effectively as a member of a team;
- ability to bring useful perspective to the deliberations and work of the committee;
- leadership potential and an active interest in the region and its communities;
- skills and experience related to roles and responsibilities of a regional plan advisory committee; and
- understanding and willingness to accept the responsibility and accountability of being a member of a regional plan advisory committee.

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

**6. Appointment**

The term of appointment shall be as follows:

Councillor – Three (3) year terms

Citizens - Three (3), Two (2) and One (1) year terms to allow for staggered terms

Appointments shall be made by Halifax Regional Council.

**7. Re-appointment**

The Regional Plan Advisory Committee shall exist until November 2009. Subject to this term being extended by the Halifax Regional Council, citizen members may be appointed for a maximum of two (2) consecutive terms.

**8. Chair and Vice-Chair**

The Regional Plan Standing Advisory Committee shall elect from its non-Council or non-staff members a Chair.

The Regional Plan Standing Advisory Committee shall elect from its citizen and Council members a Vice-Chair (staff shall not be elected as Chair or 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 third Wednesday of each 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 Alderney Gate, Alderney Drive,

Dartmouth.

**12. Sub-committees**

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

**13. Quorum**

The quorum for regular meetings shall be 50% of the current membership at any given time with 1 member being a Councillor.

**14. Procedure**

The meeting shall follow the rules of order (Administrative Order #1) approved by Council, as amended from time to time.

**15. 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.

**16. Resources**

The Municipal Clerks Office will provide staff resources to the Regional Plan Advisory Committee.

The Terms of Reference for the Regional Plan Advisory Committee were endorsed by the Halifax Regional Council on the 12th day of December, 2006.

Amended by Halifax Regional Council on the 20<sup>th</sup> day of February, 2007.

Amended by Halifax Regional Council on the 29<sup>th</sup> day of May, 2007.

Amended by Halifax Regional Council on the 24<sup>th</sup> day of June, 2008.

Amended by Halifax Regional Council on the 3<sup>rd</sup> day of March, 2009.

Amended by Halifax Regional Council on the 22<sup>nd</sup> day of March, 2011.