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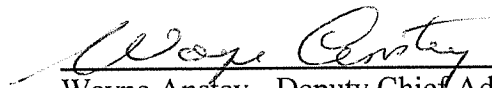


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**Halifax Regional Council**  
**December 12, 2006**

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

**SUBMITTED BY:**

  
\_\_\_\_\_  
Dan English, Chief Administrative Officer  
\_\_\_\_\_  
Wayne Anstey - Deputy Chief Administrative Officer - Operations

**DATE:** December 4, 2006

**SUBJECT:** Regional Plan Advisory Committee - Terms of Reference

**ORIGIN**

Policy G-1 of the Regional Plan.

**RECOMMENDATION**

It is recommended that Regional Council approve the Terms of Reference for the Regional Plan Advisory Committee, as outlined in Attachment "A".

## **BACKGROUND**

Policy G-1 of the Regional Plan states, “*HRM shall establish a Standing Advisory Committee to provide direction for the transition from regional planning to Community Visioning and secondary planning, with representation from:*

- (a) HRM Regional Council;*
- (b) HRM senior management;*
- (c) HRM residents drawn from urban, suburban and rural communities; and*
- (d) other bodies as determined by Regional Council.”*

## **DISCUSSION**

On August 26, 2006, Halifax Regional Municipality’s new Regional Plan came in effect. The Regional Plan will serve to guide the growth and development of the Region over the next 25 years. As called for in the plan, a standing advisory committee will be established to advise Halifax Regional Council on specific matters as they pertain to the implementation of the Regional Plan.

A draft terms of reference for a Regional Plan Advisory Committee (RPAC) is attached. In selecting members for the RPAC, HRM will seek to create appropriate balance, including a mix of people with a variety of perspectives on social, health, economic, and environmental issues. Selection criteria, as outlined in the draft terms of reference would include:

- willingness and ability to commit to the necessary time frame;
- commitment and interest in the future of the Halifax Regional Municipality;
- a regional rather than local perspective;
- knowledge of the Regional Plan;
- skills and experience related to roles and responsibilities of a regional plan advisory committee.

To monitor success in implementing the policies of the Regional Plan, Policy G-2 states HRM shall establish criteria and benchmarks with reference to the HRM Scorecard criteria wherever appropriate. The Regional Plan also sets out a number of goals and performance measures to monitor outcomes to determine how effective the plan policies are in achieving the desired goals of the Regional Plan.

It is anticipated the new RPAC would be appointed by Regional Council in January 2007.

### **BUDGET IMPLICATIONS**

The Municipal Clerks' Office will provide staff resources to the Regional Plan Advisory Committee. Any budget requirements for the Regional Plan Advisory Committee will be included within the existing budget for the Municipal Clerks Office, subject to the normal annual review and approval process of the Halifax Regional Municipality.

### **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**

It is recommended Regional Council approve the Terms of Reference for the Regional Plan Advisory Committee, as outlined in Attachment "A" of this report. Alternatively, Council may choose to amend the Terms of Reference attached hereto.

### **ATTACHMENTS**

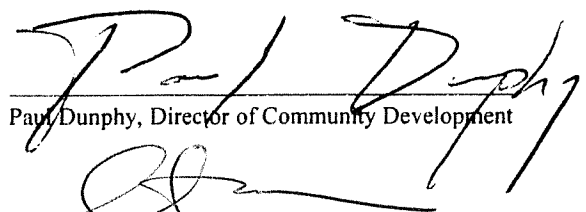
Attachment "A" - Draft Terms of Reference: Regional Plan Advisory Committee

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.


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Report Approved by:

  
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ATTACHMENT "A"

HALIFAX REGIONAL MUNICIPALITY  
REGIONAL PLAN ADVISORY COMMITTEE

Terms of Reference - Draft

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 planning". Regional Council has endorsed this recommendation.

**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>;
- 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;
- Review and make recommendations on the deliverables of the Community Visioning Pilot Project;

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<sup>1</sup> Functional plans are detailed management guidelines for setting budgets for programs, services and facilities consistent with the implementation of the Regional Plan.

- Be subject to the government of Nova Scotia's Freedom of Information and Conflict of Interest policies.

**4. Membership**

HRM Regional Council (3);  
HRM Chief Administrative Officer;  
HRM residents drawn from urban, suburban, and rural communities (5); and  
other bodies as determined by Council.

**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:

Councillors - Three (3) years

Citizens - Three (3) years

Appointments shall be made by the 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 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 *[day] 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 \_\_\_\_\_.

**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 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 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 \_\_\_\_ day of \_\_\_\_\_, 2006.