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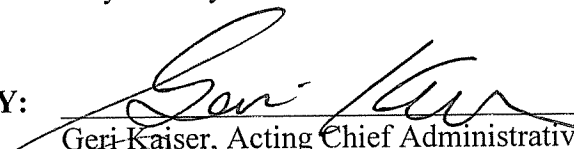


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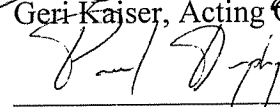
Halifax Regional Council
May 29, 2007

TO: Mayor Kelly and Members of Halifax Regional Council

SUBMITTED BY:



Geri Kaiser, Acting Chief Administrative Officer



Paul Dunphy, Director, Community Development

DATE: May 21, 2007

SUBJECT: Community Facility Master Plan 2007

ORIGIN

Staff have identified this project as a deliverable in completion of a Council Focus Area and has been approved in the 2007 / 08 Budget and Business Plan for Community Development (Strategic Goal #4).

RECOMMENDATION

It is recommended that Council approve the Terms of Reference of the Steering Committee for the Facility Master Plan project.

BACKGROUND

“The Indoor Recreation Facility Master Plan (IRF MP) was commissioned by Regional Council in February of 2003 in recognition of the need to develop a strategic approach to the provision of indoor recreation facility services. An update to the 2004 Plan is required to reflect the approved settlement pattern of the Regional Plan and to support planning, development and operations relative to community facilities.

The IRF MP did not include cultural space needs or outdoor facilities. These facility types should now be examined as part of an integrated community facility plan. In addition, the 2001 Arena Capacity Report needs to be updated. This analysis will be incorporated into the Community Facility Plan.

DISCUSSION

In addition to updating the Plan it is also necessary to broaden the scope of facilities included in the Plan and update the relevant data.

This project will allow for a broad scope review of community facility needs including those requirements that are outside of the municipal mandate for provision or operation. Key stakeholders in community facility and service provision such as Health Protection and Promotion, Halifax Regional School Board, Sport Nova Scotia, and the Business Community will be represented on the Steering Committee. This will allow for a complete and thorough review of existing infrastructure and identification of needs in conjunction with the development of capital and operational funding strategies. This review will also include an evaluation of the infrastructure proposed for the Commonwealth Games and the incorporation of relevant information from that detailed process.

Project Exclusions

The following current community facility projects will not be re-evaluated or delayed by this project:

- Mainland Common
- Prospect Road
- Waverley
- East Dartmouth

Two facilities will not be included in this Plan. Each of these facilities is significant in scope and require extensive project specific research and business planning. They are:

- Major Stadium
- Performing Arts Centre

For further clarification, open space planning and trails planning are not within the scope of this project. These items are sufficiently different in character that they should be planned separately. A separate project will be initiated later this year.

Project Scope

The responsibility for providing recreation facilities rests mainly with the Municipality. To effectively meet this responsibility, public officials and staff must be constantly aware of shifting interests, social changes within communities, new methods for coping with change and the increasing knowledge that has been generated through research, special studies and reports.

The cornerstones of the Community Facility Master Plan include strong decision-making roles for citizens and staff, integrated and seamless service delivery and clearly defined roles for the Municipality.

The complex questions relative to why, where, when and how facilities are funded, developed, operated, or decommissioned will be the context within which the scope of this project will be delivered. Specifically:

- Focus on facilities as a requirement to fulfill the municipal mandate
- Identification and discussion of facility needs of a broader nature ie high performance sport
- Identification of service level priorities including review of facilities per capita, demographic impacts, and drive time criteria
- Review and discussion of facility development priorities as per the 2014 Commonwealth Games bid research
- Staged process and time lines with ample opportunity for consultation

Steering Committee

The Steering Committee will be formed as an important first step of the project, and will approve the scope of the Project RPF prior to it being posted.

Health Promotion and Protection	(1)
Regional Council	(2)
Capital Health Authority	(1)
Sport Nova Scotia	(1)
Halifax Regional School Board	(1)
Cultural Advisory Committee	(1)
Urban Representative	(1)
Rural Representative	(1)
Youth Representative	(1)
Business Community	(1)

Deliverables

The updated Master Plan will:

- Identify cultural spaces as a new facility category in the Master Plan along with recommendations for provision of services relative to Cultural Plan policies 2.1.4 and 2.2.4;
- Identify outdoor sport facilities a new facility category in the Master Plan along with recommendations for provision of services relative to facility usage and promotion of outdoor sport principles and strategic priorities;
- Identify and/or verify specific types and locations for proposed facility development as per Regional Planning population growth projections and settlement patterns;
- Develop a lifecycle plan for the recapitalization or decommissioning of existing facilities relative to the development of new facilities;
- Review, verify and update the 2001 Burke Oliver Arena Capacity Report;
- Review and verify the 2004 Indoor Recreation Facility Master Plan recommendations including completions, changes, and additions;
- Assess of community support and capacity to manage and operate HRM owned facilities
- Develop a multi-year capital and operational funding strategy for facility development and operations including cost recovery benchmarking

Project Timeline

May 2007	Report to Council
June to August 2007	Form Steering Committee Post RFP Council Award of RFP
August to November 2007	Data gathering including review of existing information and recommendations Stakeholder and staff consultation
November 2007	Preliminary Budget Implication report to CD Director
May 2008	Final Draft presented to Regional Council

BUDGET IMPLICATIONS

This report does not commit Council to an expenditure. The award of the consulting service will return for Council's consideration in early September.

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

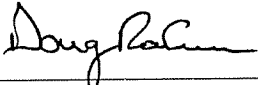
Council may choose not to update the IRF MP 2004 in which case staff will continue to implement the recommendations contained in the original document. This is not the recommended course of action.


ATTACHMENTS

1. Terms of Reference for the Steering Committee

A copy of this report can be obtained online at <http://www.halifax.ca/council/agendasc/cagenda.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: Betty Lou Killen, Community Development, 490-4833

Report Approved by: 
Doug Rafuse, Manager of Service Delivery, 490-6205

Financial Approval by: 
for Catherine Sanderson, Senior Manager, Financial Services, 490-1562

**Attachment 1
Terms of Reference**

**Halifax Regional Municipality
*Facility Master Plan Steering Committee***

Background

Regional Council approved the Indoor Facility Master Plan in June of 2004. The IRF MP recommended “that the Plan be updated on a regular basis”. This scope of work represents anticipated outcomes and objectives as described in Community Development Strategic Goal 4.

The update to the 2004 Plan is required to reflect the approved growth principles of the Regional Plan and to support planning, development and operations relative to community recreation facilities.

Purpose of Facility Master Plan Steering Committee

HRM Community Development is encouraging the formation of a Facility Master Plan Steering Committee to:

- provide advice and direction to staff
- make recommendations to Council

Role of Facility Master Plan Steering Committee

The Committee’s primary role is to provide advice on facility planning, development, and operations priorities as they relate to their representative areas, and to provide feedback on recommendations and priorities as they are developed. More specifically, the Committee will:

- Approve and issue the RFP for consulting services no later than July 1, 2007
- Advise staff on public / stakeholder participation program in order to stimulate 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 recommended by the Facility Master Plan Steering Committee
- Advise on the need and priorities for background and studies and research
- Provide progress reports / presentations / recommendations to Council on a regular basis

Membership

Health Promotion and Protection	(1)
Regional Council	(2)
Capital Health Authority	(1)
Sport Nova Scotia	(1)
Halifax Regional School Board	(1)
Cultural Advisory Committee	(1)
Urban Representative	(1)
Rural Representative	(1)
Youth Representative	(1)
Business Community	(1)

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 planning, development and decommissioning of facilities as they relate to the scope of work of the Master Plan
- Skills and experience related to roles and responsibilities in facility management and service delivery

Appointment

The term of appointment shall be until the project is completed.

Chair / Vice-Chair

The Facility Master Plan Steering Committee shall elect from its non-council members a Chair and Vice-Chair.

Role of the Chair / Vice-Chair

The role of the Chair, in whole or part, can be shared with or delegated to the Vice-Chair. The Chair is an impartial individual who guides the process and facilitates meetings. The 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 will work with staff in preparing agendas and meeting summaries, and guide in drafting products and summaries of the Committee. The Chair will act on behalf of the Committee as spokesperson to Council and the media.

Resources

- The Facility division of Community Development will provide staff resources to the Facility Master Plan Steering Committee including arranging meetings, agendas, note taking (summary and action items), distribution of materials and other administrative functions. Any budget requirements for this committee will be included within the budget of the project, subject to the normal review and approval process of the Business Unit.
- The Facility division of Community Development will work as an integrated group, represented on the Steering Committee by the Project Manager, to provide professional support, expertise, and deliverables as necessary to meet the timelines and scope of the project. This group will be expanded to include participation from TPW, Finance, Real Estate, and Legal Services as required.

These Terms of Reference for the Facility Master Plan Steering Committee were endorsed by the Halifax Regional Council on .