

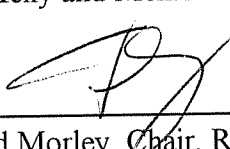


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Halifax, Nova Scotia
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11.2.1

Halifax Regional Council
May 29, 2007

TO: Mayor Kelly and Members of Halifax Regional Council

SUBMITTED BY: 
Mr. Fred Morley, Chair, Regional Plan Advisory Committee

DATE: May 23, 2007

SUBJECT: **Regional Plan Advisory Committee
Amendments to Terms of Reference**

ORIGIN

Regional Plan Advisory Committee meetings of April 18, 2007 and May 16, 2007.

RECOMMENDATION

It is recommended that Halifax Regional Council approve the following amendments to the Regional Plan Advisory Committee Terms of Reference:

1. Amend the number of citizen appointments from five (5) to seven (7), and approve the appointment of one rural representative, and one environmental sector representative, and forward this matter to the Membership Selection Committee for action;
2. Strike "and other bodies as determined by Council" from section 4 of the Terms of Reference;
3. Amend the quorum requirement (section 13 of the Terms of Reference) from five (5) to six (6) members;
4. Include, after the third bullet of the Role of the Regional Plan Advisory Committee (section 3 of the Terms of Reference), "To lead, review, and make recommendation to Council on any proposed amendments to the Regional Plan";
5. Amend section 8 of the Terms of Reference to allow the option of a Councillor appointment to the position of Vice-Chair of the Committee;
6. Include the following with regard to procedure of meetings, as number 14 of the Terms of Reference:
The meeting shall follow the rules of order (Administrative Order #1) approved by Council, as amended from time to time.

DISCUSSION:

At the first meeting of the Regional Plan Advisory Committee on April 18, 2007, the Committee reviewed their membership and Terms of Reference, noting that although the three Councillors appointed to the Committee represent urban, suburban, and rural districts, the Committee is lacking in rural and suburban citizen representation, and that all citizen members of this Committee reside in urban areas of Halifax. Staff advised that there were no rural applications submitted for the Committee. The Committee also discussed the importance of representation from the environmental sector, in relation to the implementation of the Regional Plan. The Committee requests increasing membership by two members, and approving the appointment of one rural citizen member and one member representing the environmental sector.

As a result of the increased membership, the Committee also requests increasing quorum from five (5) to six (6) members.

It was noted by staff that the following role was omitted from the Role of the Regional Plan Advisory Committee (section 3 of the Terms of Reference), and the Committee requests that this be added to the Terms of Reference as bullet four number the Role of the Regional Plan Advisory Committee:

“To lead, review, and make recommendation to Council on any proposed amendments to the Regional Plan”.

The Committee also agreed that the Vice-Chair position on the Committee should be open to Councillors, as well as citizen members.

It was also discussed that the Terms of Reference do not include reference to the procedure of meetings, which should follow Administrative Order #1 (Respecting the Procedures of Council).

The Committee also agreed to meet on the third Wednesday of each month, from 3-6:00 p.m., at Alderney Gate, Alderney Drive, Dartmouth.

BUDGET IMPLICATIONS - None

ALTERNATIVES:

Regional Council could choose to approve all, some, or none of the recommendations.

ATTACHMENTS:

1. Attachment “A” - current Terms of Reference of the Regional Plan Advisory Committee.
2. Attachment “B” - revised Terms of Reference of the Regional Plan Advisory Committee.
3. Attachment “C” - Extract of the Regional Plan Advisory Committee minutes of April 18, 2007;
4. Attachment “D” - Extract of the Regional Plan Advisory Committee minutes of May 16, 2007.

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: Jennifer Weagle, Legislative Assistant, 490-6521

HALIFAX REGIONAL MUNICIPALITY REGIONAL PLAN ADVISORY COMMITTEE

Terms of Reference
Approved December 12, 2006
Amended February 20, 2007

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 Plans¹;
- 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;
- 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.

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

6. Appointment

The term of appointment shall be as follows:

Councillors - Three (3) years

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

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 12th day of December, 2006.

HALIFAX REGIONAL MUNICIPALITY
REGIONAL PLAN ADVISORY COMMITTEE

TERMS OF REFERENCE

Approved December 12, 2006
Amended February 20, 2007
Proposed amendments to Council May 29, 2007

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 Plans¹;

1

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**

HRM Regional Council (3);
 HRM Chief Administrative Officer;
 HRM residents drawn from urban, suburban, and rural communities (7)

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), 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 **six (6)** members, including at least one 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 20th day of February, 2007.

Proposed amendments to Halifax Regional Council on the 29th day of May, 2007.

Extract of the minutes of the April 18, 2007 Regional Plan Advisory Committee

8.1.1 Regional Plan Advisory Committee Terms of Reference

- A copy of the Terms of Reference for the Regional Plan Advisory Committee was before the Committee.

The Committee discussed Terms of Reference (TOR) and the composition of the Committee, noting the following:

- The TOR sets out that membership include "HRM residents drawn from urban, suburban, and rural communities"; however all citizen appointments to the Committee are from urban areas of HRM;
- Membership is lacking in rural and suburban representation;
- The largest anticipated growth during the life of the Regional Plan is in suburban communities;
- One membership position should be reserved for the development industry (which would currently be filled by Mr. Pettipas), and one position should be reserved for the economic development sector (which would currently be filled by Mr. Morley);
- Applications from the environment sector and the Heart and Stroke Foundation be encouraged;
- The appointment of "other bodies as determined by Council" as set out in the TOR is vague, and requires clarification; and
- A smaller committee is more productive and workable.

Staff clarified that there were no rural applications submitted for the Committee. The Committee requested that the Legislative Assistant obtain copies of the applications for the review of the Committee.

MOVED by Mr. Robert Batherson, seconded by Mr. Paul Pettipas, that the Regional Plan Advisory Committee request that Regional Council approve the following amendments to the Terms of Reference, and refer these amendments back to the Membership Selection Committee for action:

- 1. Change the number of resident appointments from five (5) to seven (7), with an emphasis on rural or suburban members for the additional two (2) appointments;**
- 2. Strike "and other bodies as determined by Council" from section 4 of the Terms of Reference;**
- 3. Change the quorum requirement from five (5) to six (6) members (section 13 of the Terms of Reference);**

Extract of the minutes of the April 18, 2007 Regional Plan Advisory Committee

MOTION PUT AND PASSED.

The Committee discussed suitable meeting dates and times, agreeing to meet from 3:00 p.m. to 5:00 p.m. on the third Wednesday of each month. The Committee requested that staff compile a list of additional meetings that the Committee may attend for their information/resource (ie: Community Visioning meetings), and forward it to members via email.

The Committee further requested that summaries of large volumes of information be provided to them, when available. Staff clarified that they will work with the Chair to determine how much information comes forward to Committee members for review.

The Committee also requested that it be arranged for a staff member and the Chair of each Committee stemming from the Regional Plan present to the Regional Plan Advisory Committee at future meetings. It was noted that this will bring the different parts of the Regional Plan into focus for members, will promote the Regional Plan Advisory Committee, and will build relationships between the different Committees under the umbrella of the Regional Plan, as well as keep each other up to date on various initiatives.

It was noted that an important role of the Committee was omitted from the TOR, that being the role of the Committee in leading, reviewing and making amendments to the Regional Plan as necessary.

With the agreement of the mover and seconder, the following amendment to the original motion was placed:

- 4. Include after the third bullet of the Role of the Regional Plan Advisory Committee (section 3 of the Terms of Reference) "To lead, review, and make recommendation to Council on any proposed amendments to the Regional Plan.**

MOTION PUT AND PASSED.

The Committee discussed how to measure the performance of the committee and the implementation of the Regional Plan. Staff clarified that the Terms of Reference set out that the Committee is required to submit an annual report card to Council, which will be due in September, and that performance measurements are set out in the Plan.

The Committee discussed meeting locations, noting that they prefer the location of this meeting, the 6th Floor Boardroom of Alderney Gate; however other suitable locations include the Fire Department boardroom and the Alderney Landing Library boardroom. Staff clarified that all meetings are open to the public, and a location adequate to accommodate a crowd should be chosen.

Extract of the minutes of the April 18, 2007 Regional Plan Advisory Committee

Councillor Hendsbee commented that a provision that the meetings shall follow the rules of order (Administrative Order #1) was also omitted from the Terms of Reference, which would regulate presentations, and set out process, as per the rules followed by Council. The Committee requested that the Legislative Assistant look into the Terms of Reference of other boards and committees for similar clauses.

The Committee discussed the positions of Chair and Vice-Chair, noting the following:

- The Terms of Reference set out that the Chair and Vice-Chair shall be elected from its non-council or non-staff members, however Councillors are vice chairs of other HRM boards and committees;
- This is a way of keeping the Committee unbiased by not having an elected official run the meeting;
- Others could not see the justification in this reasoning and it was suggested that the Vice Chair position be left open to all members of the Committee, including Councillors.

With the agreement of the mover and seconder, the following amendment to the original motion was placed:

- 5. Change section 8 of the Terms of Reference to allow the option of a Councillor appointment to the position of Vice-Chair of the Committee.**

MOTION PUT AND PASSED.

The Committee requested that each member be provided with a binder to keep Committee information, for the next meeting.

The Committee reviewed the motions amending the terms of reference at this time, as follows:

MOVED by Mr. Robert Batherson, seconded by Mr. Paul Pettipas, that the Regional Plan Advisory Committee request that Regional Council approve the following amendments to the Terms of Reference, and refer these amendments back to the Membership Selection Committee for action:

- 1. Change the number of resident appointments from five (5) to seven (7), with an emphasis on rural or suburban members for the additional two (2) appointments;**
- 2. Strike "and other bodies as determined by Council" from section 4 of the Terms of Reference;**
- 3. Change the quorum requirement (section 13 of the Terms of Reference)**

Extract of the minutes of the April 18, 2007 Regional Plan Advisory Committee

from five (5) to six (6);

4. **Include after the third bullet of the Role of the Regional Plan Advisory Committee (section 3 of the Terms of Reference) "To lead, review, and make recommendation to Council on any proposed amendments to the Regional Plan";**
5. **Change section 8 of the Terms of Reference to allow the option of a Councillor appointment to the position of Vice-Chair of the Committee.**

MOTION PUT AND PASSED.

Staff clarified that a report to Council will be brought forward for approval with these proposed amendments to the Terms of Reference. If Council chooses to approve the proposed amendments, then the additional two positions will be advertised and applications will be brought forward to the Membership Selection Committee for appointment.

MOVED by Councillor Johns, seconded by Robert Batherson, that staff prepare the report to Council with the proposed amendments to the Terms of Reference, and forward the report directly to Council without coming back for approval by the Committee. MOTION PUT AND PASSED.

The Committee requested that the Legislative Assistant revise the contact sheet provided to members to include the contact information for the Councillors, CAO, and staff.

The Committee agreed that the Chair, when chosen, or in the absence of the Chair, the Vice-Chair, will act on behalf of the Committee as spokesperson to Council and the media. It was clarified that this is also set out in the Terms of Reference.

Draft extract of the minutes of the May 16, 2007 Regional Plan Advisory Committee

9.1 Regional Plan Advisory Committee Terms of Reference

- A draft report to Regional Council was distributed to the Committee for their review.

Ms. Margo Grant indicated that it is important to the implementation of the Plan to have representation from the environmental sector.

Councillor Johns indicated that Mr. Paul Pettipas and Mr. Fred Morley were appointed as citizen members, not appointed specifically as development and economic industry representatives; however, they do have the knowledge to provide feedback from those perspectives. He indicated that the Committee needs a wide regional representation.

Councillor Hendsbee encouraged members to keep the Committee small and workable.

Members discussed the composition of the Committee, noting the following:

- The Committee is lacking citizen representation from a rural area;
- A rural representative with environmental expertise could be sought;
- The member need not be a representative of the environmental sector, but could have an interest and knowledge in environmental issues;
- A representative from an environmental group such as the Ecology Action Centre or Clean Nova Scotia could be requested;
- A rural representative and an environmental representative should be appointed separately;
- The perspective of a representative from the Capital District Health Authority or the Heart and Stroke Association could also be helpful to the Committee.

At the request of the Committee, the Legislative Assistant explained the appointment process.

MOVED by Mr. Paul Pettipas, seconded by Ms. Margo Grant, that the Regional Plan Advisory Committee requests that Regional Council amend the number of citizen appointments from five (5) to seven (7), and approve the appointment of one rural representative, and one environmental sector representative. MOTION PUT AND PASSED.