


P.O. Box 1749
Halifax, Nova Scotia
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Item No. 11.1.9
Halifax Regional Council
January 13, 2015

TO: Mayor Savage and Members of Halifax Regional Council

SUBMITTED BY:

Original signed by 

Richard Butts, Chief Administrative Officer

Original Signed

Jane Fraser, Acting Deputy Chief Administrative Officer

DATE: December 12, 2014

SUBJECT: Proposed By-law A-103, Respecting Amendments to By-law A-100, *Respecting Appeals Committee*

ORIGIN

December 9, 2014 Regional Council Meeting – Notice of Motion from Deputy Mayor Nicoll to reduce the number of Councillors required to sit on the Appeals Committee from eight (8) to six (6) Councillors. The Notice of Motion was as follows:

TAKE NOTICE that, at the next meeting of Halifax Regional Council to be held on January 13, 2015, I intend to move First Reading of proposed By-law A-103, which will amend By-law A-100, Respecting Appeals Committee, the purpose of which is to reduce the number of Councillors required to sit on the Appeals Committee from eight (8) to six (6).

LEGISLATIVE AUTHORITY

The *Halifax Regional Municipality Charter*, subsections 21(1) & (2), which states:

21 (1) The Council may establish standing, special and advisory committees.

(2) Each committee shall perform the duties conferred on it by this Act, any other Act of the Legislature or the by-laws or policies of the Municipality.

By-law A-100, the *Appeals Committee Bylaw*

Appeals Standing Committee Terms of Reference

RECOMMENDATION

It is recommended that Halifax Regional Council:

1. Adopt the proposed By-law A-103, amending By-law A-100, the *Appeals Committee Bylaw*, as outlined in Attachment 2;
2. Amend the terms of reference for the Appeals Standing Committee, as outlined in

Recommendations continued on page 2

Attachment 4, to

- (a) reduce the composition of the Appeals Standing Committee from eight (8) members to six (6) members; and
 - (b) amend the manner in which the members of the Appeals Standing Committee are appointed by removing the at large appointments and increasing the number of members nominated for appointment by each Community Council from one (1) member to two (2) members;
3. Rescind the at large appointments to the Appeals Standing Committee effective March 2, 2015;
4. Direct each Community Council to nominate one additional member to the Appeals Standing Committee for appointment by Regional Council no later than the February 24, 2015 meeting and that these appointments be effective on March 2, 2015; and
5. Adopt the amendments to Administrative Order One, the Procedures of Council Administrative Order to add the terms of reference for the Standing Committees to the Administrative Order and repeal the existing terms of reference.

BACKGROUND

The role of the Appeals Standing Committee is to provide a single forum for the hearing of certain appeals as provided for in the *Halifax Regional Municipal Charter*.

In accordance with By-law A-100, the Appeals Standing Committee is currently composed of eight (8) members of Regional Council. Pursuant to the Terms of Reference one member is nominated for appointment from each Community Council and ratified by Regional Council and five (5) at-large appointments are made by Regional Council. On December 9, 2014, Regional Council made the following appointments to the Appeals Standing Committee,

- ratification of the Community Council appointments of
Councillor Whitman, North West Community Council
Councillor Hendsbee, Harbour East - Marine Drive Community Council; and
Councillor Adam, Halifax and West Community Council
- at large appointments of:
Councillor Johns
Councillor Karsten
Councillor McCluskey
Councillor Outhit
Councillor Walker

The terms of reference for the Appeals Standing Committee were adopted by Halifax Regional Council on April 17, 2012 and have been amended twice since this date.

DISCUSSION

During the governance review conducted by Regional Council in 2014, membership in the Standing Committees of Council except Appeals was reduced to six (6) members. It was recognized that any reduction in the number of members of the Appeals Standing Committee would require an amendment to By-law A-100. At the December 9, 2014 Regional Council meeting Deputy Mayor Nicoll gave Notice of Motion to reduce the number of Councillors required to sit on the Appeals Standing Committee from eight (8) to six (6).

Based on this Notice of Motion, both By-law A-100, *Respecting the Appeals Committee* and the Appeals

Standing Committee terms of reference need to be amended to reflect the reduction in the number of Councillors required to sit on the Appeals Committee from eight (8) to six (6) members. In addition, the terms of reference would provide that each Community Council nominate for appointment two (2) members to serve on Appeals, thus ensuring representation on the Committee from each Community Council, while removing the at large appointments.

Should Regional Council approve the proposed By-law and terms of reference amendments as outlined in this report, the at large appointments to the Appeals Standing Committee would be rescinded and each Community Council would be directed to nominate to Regional Council one (1) additional member to the Appeals Standing Committee. The recession would be effective Monday March 2, 2015 to allow time for Regional Council to adopt the amendments, for the Community Council to nominate appoint one additional member, and for Regional Council to ratify the nominations. The three members of the Appeals Standing Committee who were already nominated by each Community Council and ratified by Regional Council would continue to be members of the Appeals Standing Committee.

Staff is also recommending the following housekeeping amendments:

- adding the word “and” at the end of clause 2(c) as clause 2(d) is the last definition;
- capitalizing the word “Councillor” throughout the By-law for consistency;
- replacing the word “applied” with the words “shall apply” respecting the application of Administrative Order One in subsection 5(3); and
- adding the word “thirty” before the number 30 and adding brackets around the number 30 in subsection 3(6)

As the terms of reference for the Appeals Standing Committee are being amended, staff is recommending revising the terms of reference for all the Standing Committees and incorporating them into Administrative Order One. The intent of the revisions is to make the language in the terms of reference consistent throughout and update the advisory committee references. The only change to the membership of the Standing Committees relates to Appeals as directed by Council. Staff have attached to this report the existing terms of references highlighting all the changes being recommended for Council’s consideration.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this report.

COMMUNITY ENGAGEMENT

Regional Council meetings are open to the public.

ENVIRONMENTAL IMPLICATIONS

N/A

ALTERNATIVES

Regional Council could choose not to adopt the amendments to the By-law and terms of reference as outlined in this report and leave the number of Councillors required to sit on the Appeals Committee at eight (8).

ATTACHMENTS

Attachment 1 – Showing proposed changes to By-law A-100

Attachment 2 – Proposed By-law A-103, amending By-law A-100

Attachment 3 – Incorporating Proposed Changes to By-law A-100

Attachment 4 – Appeals Standing Committee Terms of Reference – Showing Proposed Amendments

- Attachment 5 Audit and Finance Standing Committee Terms of Reference – Showing Proposed Amendments
- Attachment 6 Community Planning and Economic Development Standing Committee Terms of Reference – Showing Proposed Amendments
- Attachment 7 Environment and Sustainability Terms of Reference – Showing Proposed Changes
- Attachment 8 Executive Standing Committee Terms of Reference – Showing Proposed Changes
- Attachment 9 Transportation Standing Committee Terms of Reference – Showing Proposed Changes
- Attachment 10 Administrative Order One Amendments respecting the terms of reference of the Standing Committees
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A copy of this report can be obtained online at <http://www.halifax.ca/council/agendasc/cagenda.php> then choose the appropriate meeting date, or by contacting the Office of the Municipal Clerk at 902.490.4210, or Fax 902.490.4208.

Report Prepared by: Laura Lewis, Agenda & Council Coordinator, 490-6525
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Report Approved by: _____
 Cathy J. Mellett, Municipal Clerk, 490-6456

Report Approved by: _____
 John Traves, Director Legal Insurance and Risk Management, 490-4219

Attachment 1
(showing proposed changes)

HALIFAX REGIONAL MUNICIPALITY
BY-LAW NUMBER A-102

TO BE KNOWN AS BY-LAW A-100

RESPECTING THE APPEALS COMMITTEE

BE IT ENACTED by the Council of the Halifax Regional Municipality, under the authority of the Halifax Regional Municipality Charter, SNS 2008, c.39 including Section 188(2) as follows:

SHORT TITLE

1. This Bylaw shall be known as Bylaw Number A-100 and may be cited as the “Appeals Committee Bylaw”.

DEFINITIONS

2. In this By-law:

- (a) “**Appeals Committee**” means the Committee established pursuant to this By-law;
- (b) “**Council**” means the Halifax Regional Municipality Regional Council;
- (c) “**Charter**” means the Halifax Regional Municipality Charter, 2008, c.39; and
- (d) “**Councillor**” means a person elected to Council.

APPEALS COMMITTEE

3. (1) Council hereby establishes the Appeals Committee.

(2) The Appeals Committee will consist of ~~eight~~ **six (6) e**Councillors, appointed by Council.

(3) The members of the Appeals Committee will be appointed for such term as Council may direct and will hold office at the pleasure of Council.

(4) A member of the Appeals Committee will be eligible for re-appointment.

(5) If any member of the Appeals Committee ceases being a **e**Councillor during the member's term on the Appeals Committee, that member's appointment to the Appeals Committee is vacated as of the date that Appeals Committee member ceases being a **e**Councillor.

(6) Should a vacancy occur on the Appeals Committee, for any reason other than the expiration of the term of a member, the Council will within **thirty (30)** days of notification thereof, appoint a **e**Councillor to fill the vacancy, and the **e**Councillor so appointed will hold office for the remainder of the term of the member to whose place he or she was appointed.

(7) The Appeals Committee will, at its first meeting each year, elect for the coming year, from its members a Chairman and a Vice-Chairman who will act in the absence of the Chair.

JURISDICTION

4. (1) The Appeals Committee will hear appeals that are directed to the Appeals Committee by the Charter, a by-law or Council policy.

(2) The Appeals Committee will exercise the authority and discretion conferred or delegated to the Appeals Committee by the Charter, a by-law or Council policy.

(3) Council hereby delegates to the Appeals Committee, pursuant to s. 355(2) of the Charter, Council's authority under Part XV.

PROCEDURE

5. (1) No appeal will be taken from any decision from which exists a right of appeal, except upon written notice as prescribed in the Charter, by-law or Council policy from which the decision is being appealed.

(2) No decision will be stayed by an appeal.

(3) Council Administrative Order One, the Procedures of Council Administrative Order, ~~applied~~ **shall apply** to the Appeals Committee.

(4) The Appeal Committee, will not make any decision that could not have made pursuant to the Charter, by-law or Council policy.

REPEAL

6. (1) By-law A-100 is repealed and replaced with this By-law A-102.

Done and passed in Council this 17th day of April, 2012.

MAYOR

MUNICIPAL CLERK

I, Cathy Mellett, Municipal Clerk for the Halifax Regional Municipality, hereby certify that the above-noted by-law was passed at a meeting of the Halifax Regional Council held on April 17, 2012.

Cathy Mellett, Municipal Clerk

Attachment 2
(Amending By-law)

**HALIFAX REGIONAL MUNICIPALITY
BY-LAW NUMBER A-103
RESPECTING THE APPEALS COMMITTEE**

BE IT ENACTED by the Council of the Halifax Regional Municipality that By-law A-100, the Appeals By-law, is further amended as follows:

1. Section 2 is amended by adding the word “and” at the end of clause 2(c).
2. Section 3 is amended by:
 - (a) striking out the word “eight” after the words “consist of” and before the word “councillor”;
 - (b) adding the word, brackets and number “six (6)” after the words “consist of” and before the word “councillors”;
 - (c) capitalizing the word “councillor” in subsections 3(2) and in both instances in subsections 3(5) and 3(6);
 - (d) adding the word “thirty” after the word “within” and before the number 30 in subsection 6; and
 - (e) adding brackets on either side of the number “30” in subsection 6.
3. Subsection 5(3) is amended by:
 - (a) striking out the word “applied” after the word and comma “Order,” and before the words “to the”; and
 - (b) adding the words “shall apply” after the word and comma “Order,” and before the words “to the”.
4. This By-law shall be effective on March 2, 2015 or on publication, whichever is later.

Done and passed in Council this ____ day of _____, 2015.

MAYOR

MUNICIPAL CLERK

I, Cathy Mellett, Municipal Clerk for the Halifax Regional Municipality, hereby certify that the above-noted by-law was passed at a meeting of the Halifax Regional Council held on _____, 2015.

Cathy Mellett
Municipal Clerk

Attachment 3
(incorporating proposed changes)

HALIFAX REGIONAL MUNICIPALITY
BY-LAW NUMBER A-102
TO BE KNOWN AS BY-LAW A-100

RESPECTING THE APPEALS COMMITTEE

BE IT ENACTED by the Council of the Halifax Regional Municipality, under the authority of the Halifax Regional Municipality Charter, SNS 2008, c.39 including Section 188(2) as follows:

SHORT TITLE

1. This Bylaw shall be known as Bylaw Number A-100 and may be cited as the "Appeals Committee Bylaw".

DEFINITIONS

2. In this By-law:

- (a) **“Appeals Committee”** means the Committee established pursuant to this By-law;
- (b) **“Council”** means the Halifax Regional Municipality Regional Council;
- (c) **“Charter”** means the Halifax Regional Municipality Charter, 2008, c.39; and
- (d) **“Councillor”** means a person elected to Council.

APPEALS COMMITTEE

3. (1) Council hereby establishes the Appeals Committee.

(2) The Appeals Committee will consist of six (6) Councillors, appointed by Council.

(3) The members of the Appeals Committee will be appointed for such term as Council may direct and will hold office at the pleasure of Council.

(4) A member of the Appeals Committee will be eligible for re-appointment.

(5) If any member of the Appeals Committee ceases being a Councillor during the member's term on the Appeals Committee, that member's appointment to the Appeals Committee is vacated as of the date that Appeals Committee member ceases being a Councillor.

(6) Should a vacancy occur on the Appeals Committee, for any reason other than the expiration of the term of a member, the Council will within thirty (30) days of notification thereof, appoint a Councillor to fill the vacancy, and the Councillor so appointed will hold office for the remainder of the term of the member to whose place he or she was appointed.

(7) The Appeals Committee will, at its first meeting each year, elect for the coming year, from its members a Chairman and a Vice-Chairman who will act in the absence of the Chair.

JURISDICTION

4. (1) The Appeals Committee will hear appeals that are directed to the Appeals Committee by the Charter, a by-law or Council policy.

(2) The Appeals Committee will exercise the authority and discretion conferred or delegated to the Appeals Committee by the Charter, a by-law or Council policy.

(3) Council hereby delegates to the Appeals Committee, pursuant to s. 355(2) of the Charter, Council's authority under Part XV.

PROCEDURE

5. (1) No appeal will be taken from any decision from which exists a right of appeal, except upon written notice as prescribed in the Charter, by-law or Council policy from which the decision is being appealed.

(2) No decision will be stayed by an appeal.

(3) Council Administrative Order One, the Procedures of Council Administrative Order, shall apply to the Appeals Committee.

(4) The Appeal Committee, will not make any decision that could not have made pursuant to the Charter, by-law or Council policy.

REPEAL

6. (1) By-law A-100 is repealed and replaced with this By-law A-102.

Done and passed in Council this 17th day of April, 2012.

MAYOR

MUNICIPAL CLERK

REVISED

Attachment 4 (Revised) (showing proposed changes)

Appeals Standing Committee Terms of Reference

1. Objective Purpose

1. The ~~role~~ purpose of the Appeals Committee is to provide a single forum for the hearing of all certain appeals of decisions taken by HRM staff and other duties as assigned.

2. Composition

~~Eight (8) members of Regional Council — one (1) appointed from each Community Council and five (5) at large appointments~~
~~Term: Two years~~

~~Chair & Vice-Chair: Elected from among committee members~~

2. (1) The Appeals Standing Committee shall consist of ~~six (6)~~ **eight (8)** members of Regional Council.

a. (2) Two (2) Members shall be appointed by ~~Regional~~ the Council from each Community Council.

b. (3) The term of each appointment shall be for two (2) years.

e. (4) The Chair and Vice-Chair shall be elected annually in November, by the Members and from the Members of the Appeals Standing Committee.

COMMUNITY COUNCIL APPOINTMENTS	MEMEBERS AT LARGE	CHAIR AND VICE CHAIR	EX OFFICIO
Halifax & West Community Council	Five Members at large—	Elected by and from among	Mayor
North West Community Council	None	members of the committee	
Harbour East - Marine Drive Community Council		members	

~~i) — the Appeals Standing Committee shall consist of eight (8) members of Regional Council. [moved up to 2(1)]~~

~~ii) — Regional Council extended the current Councillor appointments to—
November 30, 2014 [deleted]~~

3. Duties and Responsibilities

3. To hear appeals as delegated to the Committee by Council and to issue demolition orders pursuant to the dangerous and unsightly provisions of the Halifax Regional Municipality Charter.

4. Administration & and Procedures

4. The Appeals Committee shall meet no less than four (4) times annually, preferably monthly, or as determined by the Committee.

5. Administrative and meeting procedures shall be in accordance with *Administrative Order 4 One*.

6. Pursuant to ~~Section~~ clause 20(1)(c) of the Halifax Regional Municipality Charter, Regional Council delegate the power to direct staff to prepare reports to HRM Standing Committees provided that:

(a) The topic of the report is consistent with the mandate of the Standing Committee as expressed in the Committee's terms of reference approved by Regional Council; and

(b) The topic of the report is consistent with ~~Regional~~ the Council's approved strategic priorities, budgets and policies.

5. Staff Liaison

7. Management support and liaison shall be through the Office of the Municipal Clerk.

6. Standing and Advisory Committees

8. None

**AUDIT AND FINANCE STANDING COMMITTEE
TERMS OF REFERENCE**

Objective Purpose

1. (1) The ~~principle role~~ purpose of the Audit and Finance Standing Committee is to provide advice to the Council on matters relating to audit and finance.
- (2) The ~~objectives~~ other purposes of the Committee are to:
 - (a) fulfill the requirements as outlined in Section 48 of the *HRM Charter*; and
 - (b) assist the Council in meeting its responsibilities by ensuring the adequacy and effectiveness of financial reporting, risk management and internal controls.

Composition

~~Up to eight (8) members of Regional Council—one (1) appointed from each Community Council and up to five (5) at-large appointments.~~[moved to 2(1) and 2(2) below]

~~Term: Community Council appointments to serve two (2) year terms to maintain the learning curve, the technical knowledge, and the complexity of the Committee's work and Members at large to serve a one (1) year term. Chair & Vice Chair to be elected annually in November by the members.~~[moved to 2(3) and 2(4) below]

- ~~2. (i) (1) The Audit and Finance Standing Committee shall consist of no fewer than five (5) and no more than eight (8) six (6) Members of Regional the Council.~~

ii) Regional Council extended the current Councillor appointments to November 30, 2014

- (2) The Members of the Audit and Finance Standing Committee shall be appointed by the Council as follows:

- (a) one (1) Member appointed from each Community Council; and
- (b) ~~up to five (5)~~ three (3) Members appointed at large.

- (3) The term of each appointment shall be for two (2) years:

- (a) ~~for Community Council appointments, two (2) year terms to maintain the learning curve, the technical knowledge, and the complexity of the Committee's work; and~~
- (b) ~~for Members appointed at large, one (1) year terms.~~

- (4) The Chair and Vice-Chair shall be elected annually in November, by the Members and from the Members of the Audit and Finance Standing Committee.

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COMMUNITY COUNCIL APPOINTMENT (1 each)	MEMBERS AT LARGE	CHAIR AND VICE CHAIR	EX OFFICIO
Halifax & West Community Council North West Community Council Harbour East – Marine Drive Community Council	Up to five (5) Members at large Three (3) Members at large.	Elected by and from the members of the committee.	Mayor.

Duties and Responsibilities

Audit

3. The Audit and Finance Standing Committee shall:

(a) ~~3.1.1~~ review the qualifications, independence, quality of service and performance of the External Auditors annually and recommend to ~~Regional~~ the Council the appointment or discharge of the External Auditors;

(b) ~~3.1.2~~ carry out the responsibilities of the Audit Committee as outlined in subsection 48(2) of the *HRM Charter*, including ~~but not limited to~~:

(i) reviewing, in detail, the financial statements of the Municipality with the External Auditors,

(ii) evaluating internal control systems and management letters with the External Auditors,

(iii) reviewing the conduct and adequacy of any internal audit undertaken,

(iv) reviewing matters arising out of any internal audit that require further Investigation, and

(v) undertaking other actions determined by the Council to be the duties of the Audit Committee; and

(c) ~~3.1.3~~ reviewing with management and the External Auditor and recommend to the Council for approval, the annual audited financial statements.

~~3.2~~ Finance and Risk Management

4. The Audit and Finance Standing Committee shall:

(a) ~~3.2.1~~ review with Finance management the monthly financial forecast and KPIs (key performance indicators) to be presented to the Council;

(b) ~~3.2.2~~ review annually the debt and interest risk management activities proposed for the upcoming year by the CFO;

(c) ~~3.2.3~~ review annually with Finance management and report to the Council on the

appropriateness of financial accounting policies, disclosures and forecasts;

(d) ~~3.2.4~~, ensure the adequacy and effectiveness of the systems of internal control in relation to financial controls and risk management as established by Administration;

(e) ~~3.2.5~~, review bi-annually with management the enterprise risk management and financial implications coming from such including: Environmental, Human Resources, Operational and the insurable risks and insurance coverage strategy of the municipality; and

(f) review , as required, any other policies, procedures, forecasts, reports or process as agreed to mutually by the Municipality's CAO and the Committee.

3.2A Halifax Regional Library

5. The mandate of the Audit and Finance Standing Committee shall include auditing, finance and risk management of the Halifax Regional Library.

Liaison with Auditor General

6. Notwithstanding section 49 of the *HRM Charter* ~~which outlines~~ outlining the role, independence and reporting relationship of the Municipal Auditor General, the Audit and Finance Standing Committee shall act as a liaison and communication link between the Auditor General and ~~Regional~~ the Council.

7. The Audit and Finance Standing Committee shall liaison with:

(a) ~~3.4~~ liaison with the Provincial Property Valuation Service through representation on the Union of Nova Scotia Municipalities (UNSM) oversight board;

(b) ~~3.5~~ the Investment Policy Advisory Committee through appointment of the Council representative to the Committee; and

(c) ~~3.6~~ the Grants Committee and Special Events Advisory Committee through nomination of the Council and Citizen representatives and appointment of the Chair of the Committees from a member of the Audit and Finance Standing Committee.

Other Duties and Responsibilities

8. ~~3.8~~ The Audit and Finance Standing Committee shall review and make recommendations on proposals coming to ~~Regional~~ the Council outside of the annual budget or tender process including:

- (a) new programs or services not yet approved or funded;
- (b) programs or services that are being substantially altered;
- (c) proposed changes in any operating or project budget items;
- (d) the commitment of funds where there is insufficient approved budget;
- (e) new or increased capital projects not within the approved budget;
- (f) increases in project budget due to cost sharing; and

(g) the creation or modification of reserves and withdrawals not approved in the approved budget.

4. Administration and Procedures

4.1 Meetings of

9. The Audit and Finance Standing Committee shall meet

9. no less than four (4) times annually, preferably monthly, or as determined by the Committee ~~be scheduled on a monthly basis, or as determined by the Committee, with meetings being withdrawn when there are not sufficient items to provide a full agenda.~~

10. ~~4.2~~ Administrative and meeting procedures shall be in accordance with ~~this Administrative Order One.~~

11. ~~4.3~~ Pursuant to ~~Section~~ clause 20(1)(c) of the *HRM Charter*, ~~Regional~~ the Council delegates the power to direct staff to prepare reports to this Standing Committees provided that:

(a) the topic of the report is consistent with the mandate of the Standing Committee as expressed in the Committee's terms of reference approved by ~~Regional~~ the Council;
and

(b) the topic of the report is consistent with ~~Regional~~ the Council's approved strategic priorities, budgets and policies.

5. Staff Liaison

12. Management support and liaison shall be through the Office of the Director of Finance/CFO, the Office of the Auditor General and the Office of the Director of Legal Services and Risk Management (as required) supported through the Office of the Municipal Clerk.

Subcommittees

13. (1) The Audit and Finance Standing Committee shall appoint a subcommittee to oversee the contract of the Auditor General.

(2) The subcommittee shall be comprised of the Mayor, the Chair and the Vice-Chair of the Audit and Finance Standing Committee.

(3) The subcommittee shall report, as required, to the Audit and Finance Standing Committee who, in turn, shall report to ~~Regional~~ the Council.

Standing Committee Advisory Committees

14. The following Committees shall be advisory committee to the Audit and Finance Standing Committee:

COMMITTEE	TYPE	APPOINTMENT
Investment Policy	Advisory	One (1) Member shall be appointed by and from the Audit & Finance Standing Committee. The other Members shall be appointed at large.

Grants	Advisory	<p>The Chair shall be appointed by and from the Audit & Finance Standing Committee.</p> <p>One Member shall be appointed from each Community Council</p> <p>The other Citizen Members shall be appointed at large.</p>
Special Events	Advisory	<p>The Chair shall be appointed by and from Audit & Finance Standing Committee.</p> <p>One Member shall be appointed from each Community Council</p> <p>The other Citizen/Sector Members shall be appointed at large.</p>

Attachment 6 (REVISED)
(showing proposed changes)

**COMMUNITY PLANNING AND ECONOMIC DEVELOPMENT
STANDING COMMITTEE
TERMS OF REFERENCE**

Objective Purpose

1. (1) ~~The principle role~~ purpose of the Community Planning and Economic Development Standing Committee is to recommend to the Council directions to support Community & and Economic life “making HRM the most livable community in which to live, work and play”.

(2) The specific areas of oversight include:

(a) HRM’s Regional Plan and community planning programs;

(b) HRM’s Economic Strategy and Economic Prosperity Outcomes including the implantation of “Capital Ideas” and the Immigration Action Plan;

(c) Community building initiatives in the areas of arts, culture and recreation and related facility strategies; and

(d) Agencies that support the objective of the Standing Committee mandate including but are not exclusive to

(i) Trade Centre,

(ii) Greater Halifax Partnership,

(iii) Destination Halifax,

(iv) Arts Boards, and

(v) HRM’s Business districts and others as identified by this Committee or as directed by ~~Regional~~ the Council.

Composition

2. ~~(i) (1) Up to eight (8) members of Regional Council~~ The Community Planning and Economic Development Standing Committee shall consist of ~~no fewer than five (5) and no more than eight (8)~~ six (6) Members of ~~Regional~~ the Council.

~~ii) Regional Council extended the current Councillor appointments to November 30, 2014~~

(2) The Members of the Community Planning and Economic Development Standing Committee shall be appointed by the Council as follows:

(a) one (1) Member appointed from each Community Council; and

(b) ~~up to five (5)~~ three (3) Members appointed at large.

(3) The term of each appointment shall be for two (2) years.

(4) The Chair and Vice-Chair shall be elected annually, in November, by the Members and from the Members of the Community Planning and Economic Development Standing Committee.

COMMUNITY COUNCIL APPOINTMENTS (1 Each)	MEMBERS AT LARGE	CHAIR AND VICE CHAIR	EX OFFICIO
Halifax & West Community Council	Up to Five (5) Members at large.	Elected by and from the members of the committee.	Mayor
North West Community Council	Three (3) Members at large		
Harbour East – Marine Drive Community Council			

Duties and Responsibilities

Oversight - Planning

3. The Community Planning and Economic Development Standing Committee shall provide oversight of HRM's Regional Plan and Regional Planning Initiatives, as follows:

- (a) ~~3.1.1 Oversight~~ overseeing HRM's Regional Plan and Regional Planning Initiatives;
- (b) ~~3.1.2~~ reviewing and recommending to ~~Regional~~ the Council the scope of the five-year Regional Plan reviews including roles of sub committees;
- (c) ~~3.1.3~~ co-ordinating with the other Standing Committees on major Regional Plan initiatives;
- (d) ~~3.1.4 involvement~~ being involved in developing HRM's approach to public participation programs for various planning processes such as regional and municipal planning strategy amendments; and
- (e) ~~oversight~~ overseeing the priority setting relative to the Community Visioning Program, Functional Plan Implementation and major planning projects.

Oversight – Economics and Immigration

4. ~~3.2~~ The Community Planning and Economic Development Standing Committee shall oversee HRM's Economic Plan, Economic Prosperity Indicators and Immigration Action Plan by:

- (a) ~~3.2.1~~ being involved in policy development and overseeing of policies appropriate to promote Community and Economic development throughout HRM;
- (b) ~~3.2.2 Oversight~~ overseeing the progress of HRM's Economic Strategy and Outcome areas and related initiatives; and
- (c) ~~oversight~~ overseeing the progress of HRM's Immigration Action Plan and related initiatives.

Oversight – Community Building Initiatives

5. The Community Planning and Economic Development Standing Committee shall oversee HRM's Community building initiatives in the areas of arts, culture and recreation and related facilities strategies by:

- (a) ~~To promote~~ promoting and enabling an inclusive range of arts, culture and Recreational opportunities in HRM;
- (b) ~~To promote~~ promoting and enabling access to arts, cultural and recreational facilities that support HRM's Community Outcome areas; and
- (c) ~~Oversight~~ overseeing the progress on HRM Community building and enhancing strategies and any related initiatives.

Other Duties and Responsibilities

6. The Community Planning and Economic Development Standing Committee shall have an active interest in the Agencies and Initiatives that support Community and Economic development throughout HRM by:

- (a) ~~3.4.1 Promote~~ promoting and encouraging the development of programs, policies in and initiatives in HRM that support Community and Economic development throughout the Municipality;
- (b) ~~3.4.2 engage~~ engaging, at a governance level, the agencies, boards and committees funded by HRM and under the mandate of the Standing Committee to ensure they meet community needs and expectations including ~~but not exclusive to~~:
 - (i) the Greater Halifax Partnership,
 - (ii) Destination Halifax,
 - (iii) Trade Centre Limited,
 - (iv) Community Boards and Arts Boards and the broader Arts Community,
 - (v) HRM Business Districts and organizations, and
 - (vi) others as identified by the Committee and approved by ~~Regional~~ the Council or others as identified by ~~Regional~~ the Council.
- (c) ~~3.4.3~~ recommending to ~~Regional~~ the Council HRM's appointments and reviewing service agreements of the agencies, boards and commissions under the mandate of the Standing Committee; and
- (d) performing such other related activities in the area Economic and Community Development in HRM as identified by the Standing Committee and approved by ~~Regional~~ the Council.

7. ~~3.5~~ The Community Planning and Economic Development Standing Committee shall

perform such other ~~matters~~ duties and responsibilities as may be determined by ~~Regional~~ the Council.

Administration and Procedures

8. ~~4.1~~ The Community Planning and Economic Development Standing Committee shall meet no less than four (4) times annually, preferably monthly, or as determined by the Committee.

9. ~~4.2~~ Administrative and the meeting procedures shall be in accordance with ~~this~~ *Administrative Order One 1*.

10. Pursuant to ~~section~~-clause 20(1)(c) of the *HRM Charter*, ~~Regional~~ the Council delegates the power to direct staff to prepare reports to this Standing Committees provided that:

(a) the topic of the report is consistent with the mandate of the Standing Committee as expressed in the Committee's terms of reference approved by ~~Regional~~ the Council; and

(b) the topic of the report is consistent with ~~Regional~~ the Council's approved strategic priorities, budgets and policies.

5. Staff Liaison

11. (1) Management support and liaison shall be through the Office of the DCAO ~~Director of Community Development and the Managing Director External and Corporate Affairs~~, supported through the Office of the Municipal Clerk.

~~11.~~

(2) Additional staff ~~reports~~, as required, ~~will~~ may be assigned based on specific issues.

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Advisory Committees

12. The following Committees shall be advisory committee to the Community Planning and Economic Development Standing Committee:

COMMITTEE	TYPE	APPOINTMENT
Regional Plan-Advisory.	Advisory on policy.	Recommend approach and Members to Regional Council.
Urban Design-Task Force.	On hiatus.	To be determined.
Community Design Advisory Committee	Advisory to the Council, through the Community Planning and Economic Development Standing Committee, on the Centre Plan Project and Regional Plan 5 year review.	Recommend approach and members to the Council.
Heritage Advisory.	Advisory on policy only. On heritage planning matters, the Committee reports directly to Regional the Council pursuant to the <i>Heritage Property Act</i> .	Recommend Members to the Council.
Youth Advisory.	Liaison only.	Liaison only.
Special Arts and Cultural Advisory	Advisory to staff	Recommend Members to the Council.

Committee		
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Attachment 7 (REVISED)
(showing proposed changes)

**ENVIRONMENT AND SUSTAINABILITY
STANDING COMMITTEE
TERMS OF REFERENCE**

Objective Purpose

1. (1) The ~~principle role~~ purpose of the Environment and Sustainability Standing Committee is to provide advice to the Council relating to the Environment and Sustainability including ~~but not limited to~~ Solid Waste Resources, energy security and sustainable parks, forests (urban and rural) and open spaces and water resource management.

(2) The ~~objectives~~ other purposes of the Environment and Sustainability Standing Committee are to:

(a) fulfill the requirements as outlined in the Terms of Reference of the Solid Waste Advisory Committee of the Council and the Energy and Underground Services Committee of Council;

(b) assist the Council in meeting sustainability and energy objectives; and

(c) ~~the promotion of~~ promote policies ~~to promote~~ appropriate to protect water resources, parks, open spaces and green environment in HRM.

Composition

2. ~~(1)~~ (1) The Environment and Sustainability Standing Committee shall consist of ~~no fewer than five (5) and no more than eight (8) six (6)~~ Members of ~~Regional~~ the Council.

(2) The Members of the Environment and Sustainability Committee shall be appointed by the Council as follows:

(a) one (1) Member appointed from each Community Council; and

(b) ~~up to five (5)~~ three (3) Members appointed at large.

(3) The term of each appointment shall be two years.

~~(ii) Regional Council extended the current Councillor appointments to November 30, 2014.~~

(4) The Chair and Vice-Chair shall be elected annually, in November, by the Members and from the Members of the Environment and Sustainability Standing Committee.

COMMUNITY COUNCIL APPOINTMENT	MEMBERS AT LARGE	CHAIR AND VICE CHAIR	EX OFFICIO
One (1) Member from each Community Council. Halifax & West Community Council	Up to five (5) Members at large. Three (3) Members at large	Elected by and from the members of the committee.	Mayor.

North West Community Council			
Harbour East – Marine Drive Community Council			

Duties and Responsibilities

Solid Waste Resource Management

3. The Environment and Sustainability Standing Committee shall:

- (a) ~~3.1.1 to~~ advise ~~Regional~~ the Council on matters respecting solid waste management, including the responsibility to receive reports and to keep the Council informed respecting all matters related to the solid waste management program in HRM;
- (b) ~~3.1.2~~ appoint a Member of the Standing Committee as HRM's representative on the Provincial Solid Waste Chairs Committee; and
- (c) ~~3.1.3~~ liaison with Regional Resource Utility Board of Nova Scotia to promote policies and programs in the best interest of HRM at the Provincial Resource Board.

Energy Choice and Security

4. The Environment and Sustainability Standing Committee shall:

- (a) ~~3.2.1 to~~ promote and enable a variety of energy choices for HRM residents;
- (b) ~~3.2.2 to~~ promote and enable sustainable and renewable sources of energy in HRM;
- (c) ~~3.2.3 to~~ promote the achievement of HRM's greenhouse emission reduction commitments;
- (d) ~~3.2.4 to~~ promote diversification of municipal revenue streams through investments in utilities such as natural gas, wind energy and district energy;
- (e) ~~3.2.5 to~~ promote ways to maximize HRM's capital dollars through co-location of utilities and coordination of projects;
- (f) ~~3.2.6. Involvement~~ be involved in policy development on undergrounding of services; and
- (g) liaison with Heritage Gas and similar utilities at a governance level to encourage, promote and enable the provision of natural gas services to the residents and businesses of HRM.

Parks and Open Spaces

5. ~~3.4~~ The Environment and Sustainability Standing Committee shall:

- (a) ~~3.4.1 to~~ encourage the appropriate policy structure to address amount, use and

protection of parks, forests (urban and rural) and open spaces for the use and enjoyment of the residents of HRM, and

(b) ~~3.4.2~~ to perform other related activities in the area of parks and open spaces as identified by the Standing Committee and approved by ~~Regional~~ the Council.

Water Resource Management

6. ~~3.5.1~~ The Environment and Sustainability Committee shall:

(a) be involved in policy development and oversight of policies appropriate to promote and protect water resources in HRM;

(b) liaison with Halifax Water including:

(i) the nomination to ~~Regional~~ the Council of one (1) Member of the Standing Committee as one (1) of the ~~Regional~~ Council appointments to the Board of Halifax Water and the nominee shall act as a liaison between the Standing Committee and Halifax Water; and

(ii) ensuring that the Harbour Solutions project and other services managed by Halifax Water continue to meet community expectations; and

(c) perform other related activities in the area of Water Resource management as identified by the Standing Committee and approved by ~~Regional~~ the Council.

3.6 Climate Change Mitigation and Adaptation

7. The Environment and Sustainability Standing Committee shall:

(a) ~~3.6.1~~ to progress policy related to municipal climate change adaptation and mitigation, including the policy requirements of the Infrastructure Secretariat's Gas Tax Funding program;

(b) ~~3.6.2~~ to promote community adoption of climate change mitigation and adaptation measures; and

(c) provide governance oversight of the HRM Climate Change Risk Management Strategy

Other Duties and Responsibilities

8. ~~3.7~~ The Environment and Sustainability Standing Committee shall perform such other matters as may be determined by ~~Regional~~ the Council.

Administration and Procedures

~~1. — 4.1~~ 9. The Environment and Sustainability Standing Committee meetings shall meet to no less than four (4) times annually, preferably monthly, or as determined by this Committee.

~~2. — 4.2~~ 10. Administrative and meeting procedures shall be in accordance with ~~this~~ *Administrative Order One*.

~~3.~~ ~~4.3~~ 11. Pursuant to clause 20(1)(c) of the *HRM Charter*, ~~Regional~~ the Council delegates the power to direct staff to prepare reports to this Standing Committees provided that:

(a) the topic of the report is consistent with the mandate of the Standing Committee as expressed in the Committee's terms of reference approved by ~~Regional~~ the Council; and

(b) the topic of the report is consistent with ~~Regional~~ the Council's approved strategic priorities, budgets and policies.

Staff Liaison

~~4.~~ ~~5.~~ 12. Management support and liaison shall be through the Office of the Director of ~~Infrastructure and Asset Management~~ Planning and Development in coordination with the Sustainable Environmental Management Office, and divisions of Transportation and Public Works that support Solid Waste Resource management and Energy projects in HRM, supported by the Office of the Municipal Clerk.

Standing and Advisory Committee

~~4.~~ 13 The following Committee shall be advisory committee to the Environment and Sustainability Standing Committee:

COMMITTEE	TYPE	APPOINTMENT
Regional Watershed Policy Advisory Committee Board	Advisory on Policy	To Be Determined. Recommends appointments to the Council.

Attachment 8 (REVISED)
(showing proposed changes)

EXECUTIVE STANDING COMMITTEE
TERMS OF REFERENCE

Objective Purpose

1. The ~~principle role~~ purpose of the Executive Standing Committee is to fulfil the self-governance functions of ~~Regional~~ the Council including ~~but not limited to~~:

- (a) Emergency Management,
- (b) acting as nominating committee for Boards and Committees,
- (c) CAO Liaison and Review, and
- (d) Overseeing HRM's Volunteer Awards, By-law Rationalization, Corporate Performance Objectives, and the Council's priority areas.

Composition

2. ~~(4)~~ (1) The Executive Standing Committee shall consist of ~~no less than five (5) and no more than nine (9)~~ seven (7) Members of ~~Regional~~ the Council.

(2) The Mayor and Deputy Mayor shall be a Members of the Executive Standing Committee and the other Members shall be appointed by the Council each Standing Committee.

(3) The term of each appointment, except the Mayor and Deputy Mayor, shall be two (2) years.

(4) The Mayor shall be the Chair of the Executive Standing Committee.

~~(ii) Regional Council extends the current Councillor appointments to November 30, 2014.~~

(5) The Vice-Chair shall be elected by the Members and from the Members of the Executive Standing Committee.

Community Council Appointments	MEMBERS AT-LARGE Standing Committee Appointments	CHAIR	VICE CHAIR
Halifax & West Community Council North West Community Council Harbour East - Marine Drive Community Council NONE	Up to Five Members at-large One (1) Member appointed from each Standing Committee (Appeals, CPED, E&S, A&F, Transportation)	Mayor.	Elected by and from the members of the ecommittee.

Duties and Responsibilities

3.1 Emergency Management

3. The Executive Standing Committee shall:

- (a) ~~3.1.1~~ act as the Emergency Management Advisory Committee of the Council with responsibilities as outlined under By-law E-100, the *Emergency Management By-law*;
- (b) ~~3.1.2~~ to advise the Council on the development of Emergency Management plans and present the Municipal Emergency Management Plans to ~~Regional~~ the Council;
- (c) ~~3.1.3~~ to brief the Council on developments during a local state of emergency; and
- (d) ~~3.1.4~~ to perform any such other duties in regard to Emergency management as may be required and directed by the Council.

3.2 Membership Selection

4. The Executive Standing Committee shall act as the Membership Selection Committee of the Council with a mandate to function as the nomination committee for appointment to Boards and Committees, including at large nomination to Standing Committees, except as delegated to other Standing Committees ~~of~~ by the Council.

3.3 CAO Liaison and Review

5. The Executive Standing Committee shall:

- (a) ~~3.3.1~~ Notwithstanding Part II of the *HRM Charter* (outlining the roles and responsibilities of the CAO and the reporting relationship to ~~Regional~~ the Council), the Executive Committee shall act as a liaison and communication link between the CAO and ~~Regional~~ the Council;
- (b) ~~3.3.2 the committee shall~~ meet at least quarterly with the CAO to review and confirm the CAO goals and objectives and performance expectations;
- (c) ~~3.3.2~~ provide feedback, support and a formal evaluation of the performance of the CAO at least annually to the CAO and ~~Regional~~ the Council;
- (d) ~~3.3.3~~ coordinate, on behalf of Council, the recruitment and provide a recommendation on the hiring of the CAO should the position become vacant;
- (e) ~~3.3.4~~ provide a forum to assist the CAO in major initiatives regarding:
 - (i) organizational change,
 - (ii) employee relations,
 - (iii) new directions in service delivery, and
 - (iv) administrative policies; and
- (f) ~~3.3.5~~ perform such other duties in regard to CAO liaison and review as may be required and directed by ~~Regional~~ the Council.

Volunteer Award Recognition

6. ~~3.4.1~~ The Executive Standing Committee shall oversee the administration of the HRM Volunteer Awards program to ensure the program and selection criteria meet the objectives of the Council and the Communities of HRM.

Bylaw Rationalization

7. The Executive Standing Committee shall oversee and provide advice on Administrative Order 32 ~~respecting the procedures for developing and adopting HRM by-laws~~, the *By-law Development Administrative Order* and other policy matters related to the By-laws, Ordinances Administrative Orders and Policies of the Council.

3.6 General Governance of the Council

8. ~~3.6.1~~ The Executive Standing Committee shall act as a review committee for matters related to the general self-governance and administration of ~~Regional~~ the Council as directed by ~~Regional~~ the Council.

Priority Areas and Corporate Performance Objectives of the Council

9. The Executive Standing Committee shall:

(a) ~~3.7.1~~ have strategic oversight of progress on HRM's Corporate Performance Objectives and ~~Council's~~ priority areas of the Council; and

(b) perform other Administrative matters as may be determined and directed by ~~Regional~~ the Council.

Business Units Reporting to Committee

10. ~~3.3.6~~ Human Resources and Fire Services shall report to the Committee semi-annually on key factors of the municipality including health and safety, absenteeism, overtime, grievance issues, and best practises.

4. Administration and Procedures

11. ~~4.1~~ The Executive Committee shall meet no less than four (4) times annually, preferably monthly, or as agreed to by the Committee.

12. ~~4.2~~ Administrative procedures and the meeting procedures shall be in accordance with ~~this Administrative Order One~~.

13. ~~4.3~~ Pursuant to ~~section~~ clause 20(1)(c) of the *HRM Charter*, ~~Regional~~ the Council delegates the power to direct staff to prepare reports to this Standing Committees provided that:

(a) the topic of the report is consistent with the mandate of the Standing Committee as expressed in the Committee's terms of reference approved by ~~Regional~~ the Council; and

(b) the topic of the report is consistent with ~~Regional~~ the Council's approved strategic priorities, budgets and policies.

5.1 Staff Liaison

14. Management support and liaison shall be through the Offices of the ~~Chief Administrative Officer~~ CAO and Deputy ~~Chief Administrative Officer~~ CAO, the Office of the Clerk and the

HRM's Emergency Management Coordinator (as required), supported by the Office of the Municipal Clerk.

6.1 Standing and Advisory Committee

15. None.

**TRANSPORTATION STANDING COMMITTEE
TERMS OF REFERENCE**

Objective Purpose

1. The principle purpose of the Transportation Standing Committee is to act as a forum for consolidating information and direction on the Regional Transportation initiatives and to provide a forum for the Council to address a community, government and industry interests in Regional Transportation issues. ~~including but not exclusive to:~~

2. The Regional ~~Council~~ Transportation issues of the Council include:

(a) Regional Transportation policy, infrastructure objective and priorities and oversight of the Transportation outcome areas and functional plans;

(b) Transportation Demand management strategies, policies and traffic calming and mitigation and safety;

(c) ~~Metro~~ Halifax Transit strategic plans and directions;

(d) active transportation initiatives and infrastructure; and

(e) liaising with agencies, boards and committees that support the objective of the mandate of the Standing Committee including the Bridge Commission, Transit Advisory Committee, Canadian Urban Transit Association (CUTA) and other municipal, provincial or federal bodies involved in Transportation related initiatives.

Composition

~~3. (i) (1) The Transportation Standing Committee shall consist of no fewer than five (5) and no more than eight (8) six (6) Members of Regional the Council.~~

~~(ii) Regional Council extended the current Councillor appointments to November 30, 2014. delete~~

(2) The Members of the Transportation Committee shall be appointed by the Council as follows:

(a) one (1) Member appointed from each Community Council, and

(b) ~~up to five (5) three (3) Members appointed at large.~~

(3) The term of each appointment shall be two (2) years.

(4) The Chair and Vice-Chair shall be elected annually, in November, by the Members and from the Members of the Transportation Standing Committee.

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COMMUNITY COUNCIL APPOINTMENT	MEMBERS AT LARGE	CHAIR AND VICE CHAIR	EX OFFICIO
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Halifax & West Community Council North West Community Council Harbour East – Marine Drive Community Council	Up to Five (5) Three (3) Members at large	Elected by and from the members of the committee.	Mayor
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3. Duties and Responsibilities

4. The Transportation Standing Committee shall oversee and review of HRM's Regional Transportation Plans and initiatives, as follows:

- (a) ~~3.1.1 Oversight~~ overseeing HRM's Regional Transportation Objectives and Transportation Outcome Areas;
- (b) ~~3.1.2 Oversight~~ overseeing and reviewing the Regional Transportation policies, bylaws and functional plans;
- (c) ~~3.1.3~~ providing input into the Regions transportation funding strategies such as
- (d) infrastructure funding, Gateway initiatives and approaches to Capital Cost Contribution;
- (e) ~~3.1.4~~ providing input and review of the Transportation Road network strategies and related Regional initiatives;
- (f) ~~3.1.5~~ overseeing HRM's Regional Parking Strategy and other parking related initiatives flowing from the strategy; and
- (g) ~~3.1.6~~ coordinating with the Community Planning and Economic Development Standing Committees of the Council in regard to reviews and initiatives under the Regional Plan in matters related to Regional Transportation.

Coordination of Priorities and Initiatives

5. The Transportation Standing Committee shall:

- (a) ~~3.2.1 Promoting and enabling~~ promote and enable Public Safety campaigns and outcomes that Advocate safety;
- (b) ~~3.2.2~~ provide policy direction related to neighbourhood transportation initiatives for traffic calming and mitigation;
- (c) ~~3.2.3~~ provide input and review of By-law S-300, the *Streets By-law*, as it relates to approaches to routing, right-of-way management, accessibility and management of priorities for uses; and
- (d) ~~3.2.4 oversight~~ oversee HRM's transportation demand management strategies.

Oversight and Input into Transit's Strategic Plan and Direction

6. The Transportation Standing Committee shall:

- (a) ~~3.3.1~~ review and oversee policy direction and long term funding approach to promote and encourage Transit alternatives as outlined in the Regional Plan;
- (b) ~~3.3.2~~ review and oversee specific strategic planning directions related to Transit Services coming from the Regional Plan such as the Five year strategic plan, Accessibility Plan and the Ferry Plan; and
- (c) ~~3.3.3~~ promote and enable positive communication between communities, ridership, and the Council and Transit services to enable and support the Regional Transit service to the communities of HRM.

Oversight and Input into HRM's Active Transportation Initiatives

7. The Transportation Standing Committee shall:

- (a) ~~3.4.1~~ promote and encourage the work of the Active Transportation Advisory Committee and other related bodies that service to promote active transportation throughout the HRM;
- (b) ~~3.4.2~~ promote and encourage HRM's Active Transportation corridor initiatives which supports the overall Transportation Strategy as outlined in the Regional Plan; and
- (c) ~~3.4.3~~ promote and encourage coordination of construction and initiatives that serve to support the development of Active Transportation initiatives throughout HRM in the most cost effective manner possible.

Liaison with Agencies and Initiatives related to Transportation in HRM

8. The Transportation Standing Committee shall:

- (a) ~~3.4.1~~ promote and encourage the development of integrated programs, policies and initiatives in HRM that support HRM's transportation goals and outcomes;
- (b) ~~3.4.2~~ take an active interest in the agencies, boards and commissions funded by HRM in the areas of Transportation to ensure they continue to meet community needs and expectations; and
- (c) ~~3.4.3~~ recommend to ~~Regional~~ the Council HRM's appointments and review service agreements of the agencies, boards and commissions under the mandate of the Standing Committee.

Other Duties and Responsibilities

9. ~~3.5~~ The Transportation Standing Committee shall perform such other duties and responsibilities ~~other matters~~ as may be determined by ~~Regional~~ the Council.

Administration and Procedures

10. ~~4.1~~ The Transportation Standing Committee shall meet no less than four (4) times annually, preferably monthly, or as determined by the Committee.

11. ~~4.2~~ Administrative and meeting procedures shall be in accordance with ~~this~~ *Administrative Order One*.

12. ~~4.3~~ Pursuant to ~~section~~ clause 20(1)(c) of the *HRM Charter*, ~~Regional~~ the Council delegates the power to direct staff to prepare reports to this Standing Committees provided that:

(a) the topic of the report is consistent with the mandate of the Standing Committee as expressed in the Committee's terms of reference approved by ~~Regional~~ the Council; and

(b) the topic of the report is consistent with ~~Regional~~ the Council's approved strategic priorities, budgets and policies.

Staff Liaison

13. ~~5.~~ Management support and liaison shall be through the office of the Director of Transportation and Public Works supported by the Office of the Municipal Clerk.

Standing and Advisory Committees

13. The following Committees shall be advisory committee or liaison with the Transportation Standing Committee:

COMMITTEE	TYPE	APPOINTMENT
Active Transportation Advisory Committee	Advisory	Recommend approach and Members to the Council.
Accessibility Advisory Committee (formerly Person with Disabilities)	Advisory	Recommend approach and Members to the Council.
Taxi and Limousine Advisory Committee	Advisory	Recommend approach and Members to the Council.
Halifax-Dartmouth Bridge Commission	Liaison only.	Recommend approach and Members to the Council.
Others as identified by the Standing Committee.	Liaison only.	Recommend approach and Members to the Council.
Crosswalk Safety Committee	Advisory	Recommend Members to the Council

Attachment 10 (REVISED)
(Amendments to Administrative Order One)

Administrative Order Number 1
Respecting the Procedures of the Council

BE IT ENACTED by the Council of the Halifax Regional Municipality as an Administrative Order pursuant to Section 20 of the *Halifax Regional Municipality Charter*, as follows:

1. Sections 73A and 73B are added after section 73 and before section 74, as follows:

Standing Committees of the Council

73A. The Council establishes the following Standing Committees of the Council:

- (a) the Appeals Committee,
- (b) the Audit and Finance Standing Committee,
- (c) the Community and Economic Development Standing Committee,
- (d) the Environment and Sustainability Standing Committee,
- (e) the Executive Standing Committee, and
- (f) the Transportation Standing Committee.

Terms of Reference for the Standing Committee

73B. The terms of reference for the Standing Committees are added after Appendix "A" as follows:

- (a) for the Appeals Committee, as set out in Schedule 1,
- (b) for the Audit and Finance Standing Committee, as set out in Schedule 2;
- (c) for the Community and Economic Development Standing Committee, as set out in Schedule 3;
- (d) for the Environment and Sustainability Standing Committee, as set out in Schedule 4;
- (e) for the Executive Standing Committee, as set out in Schedule 5; and
- (f) for the Transportation Standing Committee, as set out in Schedule 6.

2. Section 88 is added after section 87 as follows:

Repeal of Terms of Reference

87. The Terms of Reference for the following Standing Committees, and all amendments thereto, are repealed:

(a) the Terms of Reference for the Appeals Committee, adopted by the Council on April 17, 2012;

(b) the Terms of Reference for the Audit and Finance Standing Committee, adopted by the Council on March 1, 2011;

(c) the Terms of Reference for the Community and Economic Development Standing Committee, adopted by the Council on April 5, 2011;

(d) the Terms of Reference for the Environment and Sustainability Standing Committee, adopted by the Council on March 15, 2011;

(e) the Terms of Reference for the Executive Standing Committee, adopted by the Council on April 5, 2011; and

(f) the Terms of Reference for the Transportation Standing Committee, adopted by the Council on March 15, 2011.

Schedule 1 (REVISED)

**Appeals Standing Committee
Terms of Reference**

Purpose

1. The purpose of the Appeals Committee is to provide a single forum for the hearing of certain appeals of decisions taken by HRM staff and other duties as assigned.

Composition

2. (1) The Appeals Standing Committee shall consist of six (6) members of Regional Council.

(2) Two (2) Members shall be appointed by the Council from each Community Council.

(3) The term of each appointment shall be for two (2) years.

(4) The Chair and Vice-Chair shall be elected annually in November, by the Members and from the Members of the Appeals Standing Committee.

COMMUNITY COUNCIL APPOINTMENTS	MEMBERS AT LARGE	CHAIR AND VICE CHAIR	EX OFFICIO
Halifax & West Community Council North West Community Council Harbour East - Marine Drive Community Council	None	Elected by and from members of the committee	Mayor

Duties and Responsibilities

3. To hear appeals as delegated to the Committee by Council and to issue demolition orders pursuant to the dangerous and unsightly provisions of the Halifax Regional Municipality Charter.

Administration and Procedures

4. The Appeals Committee shall meet no less than four (4) times annually, preferably monthly, or as determined by the Committee.

5. Administrative and meeting procedures shall be in accordance with *Administrative Order One*.

6. Pursuant to clause 20(1)(c) of the Halifax Regional Municipality Charter, Regional Council delegate the power to direct staff to prepare reports to HRM Standing Committees provided that:

(a) The topic of the report is consistent with the mandate of the Standing Committee as expressed in the Committee's terms of reference approved by Regional Council; and

(b) The topic of the report is consistent with the Council's approved strategic priorities, budgets and policies.

Staff Liaison

7. Management support and liaison shall be through the Office of the Municipal Clerk.

Standing and Advisory Committees

8. None

Schedule 2 (REVISED)

**AUDIT AND FINANCE STANDING COMMITTEE
TERMS OF REFERENCE**

Purpose

1. (1) The purpose of the Audit and Finance Standing Committee is to provide advice to the Council on matters relating to audit and finance.
- (2) The other purposes of the Committee are to:
 - (a) fulfill the requirements as outlined in Section 48 of the *HRM Charter*; and
 - (b) assist the Council in meeting its responsibilities by ensuring the adequacy and effectiveness of financial reporting, risk management and internal controls.

Composition

2. (1) The Audit and Finance Standing Committee shall consist of six (6) Members of the Council.
- (2) The Members of the Audit and Finance Standing Committee shall be appointed by the Council as follows:
 - (a) one (1) Member appointed from each Community Council; and
 - (b) three (3) Members appointed at large.
- (3) The term of each appointment shall be for two (2) years:
- (4) The Chair and Vice-Chair shall be elected annually in November by the Members and from the Members of the Audit and Finance Standing Committee.

COMMUNITY COUNCIL APPOINTMENT (1 each)	MEMBERS AT LARGE	CHAIR AND VICE CHAIR	EX OFFICIO
Halifax & West Community Council North West Community Council Harbour East – Marine Drive Community Council	Three (3) Members at large.	Elected by and from the members of the committee.	Mayor

Duties and Responsibilities

Audit

3. The Audit and Finance Standing Committee shall:

- (a) review the qualifications, independence, quality of service and performance of the External Auditors annually and recommend to the Council the appointment or discharge of the External Auditors;
- (b) carry out the responsibilities of the Audit Committee as outlined in subsection 48(2) of the *HRM Charter*, including:
 - i. reviewing, in detail, the financial statements of the Municipality with the External Auditors,
 - ii. evaluating internal control systems and management letters with the External Auditors,
 - iii. reviewing the conduct and adequacy of any internal audit undertaken,
 - iv. reviewing matters arising out of any internal audit that require further Investigation, and
 - v. undertaking other actions determined by the Council to be the duties of the Audit Committee; and
- (c) review with management and the External Auditor and recommend to the Council for approval, the annual audited financial statements.

Finance and Risk Management

4. The Audit and Finance Standing Committee shall:

- (a) review with Finance management the monthly financial forecast and KPIs (key performance indicators) to be presented to the Council;
- (b) review annually the debt and interest risk management activities proposed for the upcoming year by the CFO;
- (c) review annually with Finance management and report to the Council on the appropriateness of financial accounting policies, disclosures and forecasts;
- (d) ensure the adequacy and effectiveness of the systems of internal control in relation to financial controls and risk management as established by Administration;

- (e) review bi-annually with management the enterprise risk management and financial implications coming from such including: Environmental, Human Resources, Operational and the insurable risks and insurance coverage strategy of the municipality; and
- (f) review, as required, any other policies, procedures, forecasts, reports or process as agreed to mutually by the Municipality's CAO and the Committee.

Halifax Regional Library

5. The mandate of the Audit and Finance Standing Committee shall include auditing, finance and risk management of the Halifax Regional Library.

Liaison

6. Notwithstanding section 49 of the *HRM Charter* outlining the role, independence and reporting relationship of the Municipal Auditor General, the Audit and Finance Standing Committee shall act as a liaison and communication link between the Auditor General and the Council.

7. The Audit and Finance Standing Committee shall liaison with:

- (a) liaison with the Provincial Property Valuation Service through representation on the Union of Nova Scotia Municipalities (UNSM) oversight board;
- (b) the Investment Policy Advisory Committee through appointment of the Council representative to the Committee; and
- (c) the Grants Committee and Special Events Advisory Committee through nomination of the Council and Citizen representatives and appointment of the Chair of the Committees from a member of the Audit and Finance Standing Committee.

Other Duties and Responsibilities

8. The Audit and Finance Standing Committee shall review and make recommendations on proposals coming Council outside of the annual budget or tender process including:

- (a) new programs or services not yet approved or funded;
- (b) programs or services that are being substantially altered;
- (c) proposed changes in any operating or project budget items;
- (d) the commitment of funds where there is insufficient approved budget;
- (e) new or increased capital projects not within the approved budget;
- (f) increases in project budget due to cost sharing; and
- (g) the creation or modification of reserves and withdrawals not approved in the approved budget.

Administration and Procedures

9. The Audit and Finance Standing Committee shall meet no less than four (4) times annually, preferably monthly, or as determined by the Committee.

10. Administrative and meeting procedures shall be in accordance with *Administrative Order One*.

11. Pursuant to clause 20(1)(c) of the *HRM Charter*, the Council delegates the power to direct staff to prepare reports to this Standing Committees provided that:

(a) the topic of the report is consistent with the mandate of the Standing Committee as expressed in the Committee's terms of reference approved by the Council;
and

(b) the topic of the report is consistent with the Council's approved strategic priorities, budgets and policies.

Staff Liaison

12. Management support and liaison shall be through the Office of the Director of Finance/CFO, the Office of the Auditor General and the Office of the Director of Legal Services and Risk Management (as required) supported through the Office of the Municipal Clerk.

Subcommittees

13. (1) The Audit and Finance Standing Committee shall appoint a subcommittee to oversee the contract of the Auditor General.

(2) The subcommittee shall be comprised of the Mayor, the Chair and the Vice-Chair of the Audit and Finance Standing Committee.

(3) The subcommittee shall report, as required, to the Audit and Finance Standing Committee who, in turn, shall report to the Council.

Standing Committee Advisory Committees

14. The following Committees shall be advisory committee to the Audit and Finance Standing Committee:

COMMITTEE	TYPE	APPOINTMENT
Investment Policy	Advisory	One (1) Member shall be appointed by and from the Audit and Finance Standing Committee. The other Members shall be appointed at large.
Grants	Advisory	The Chair shall be appointed by and from the Audit and Finance Standing Committee. One Member shall be appointed from each Community Council Citizen Members shall be appointed at large
Special Events	Advisory	The Chair shall be appointed by and from Audit and Finance Standing Committee.

		<p>One Member shall be appointed from each Community Council</p> <p>The Citizen/Sector Members shall be appointed at large</p>
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Schedule 3 (REVISED)

**COMMUNITY PLANNING AND ECONOMIC DEVELOPMENT
STANDING COMMITTEE
TERMS OF REFERENCE**

Purpose

1. (1) The purpose of the Community Planning and Economic Development Standing Committee is to recommend to the Council directions to support Community and Economic life “making HRM the most livable community in which to live, work and play”.

(2) The specific areas of oversight include:

(a) HRM’s Regional Plan and community planning programs;

(b) HRM’s Economic Strategy and Economic Prosperity Outcomes including the implantation of “Capital Ideas” and the Immigration Action Plan;

(c) Community building initiatives in the areas of arts, culture and recreation and related facility strategies; and

(d) Agencies that support the objective of the Standing Committee mandate including but are not exclusive to

- i. Trade Centre,
- ii. Greater Halifax Partnership,
- iii. Destination Halifax,
- iv. Arts Boards, and
- v. HRM’s Business districts and others as identified by this Committee or as directed by the Council.

Composition

2. (1) The Community Planning and Economic Development Standing Committee shall consist of six (6) Members of the Council.

(2) The Members of the Community Planning and Economic Development Standing Committee shall be appointed by the Council as follows:

(a) one (1) Member appointed from each Community Council; and

(b) three (3) Members appointed at large.

(3) The term of each appointment shall be for two (2) years.

(4) The Chair and Vice-Chair shall be elected annually, in November, by the Members and from the Members of the Community Planning and Economic Development Standing Committee.

COMMUNITY COUNCIL APPOINTMENTS	MEMBERS AT LARGE	CHAIR AND VICE CHAIR	EX OFFICIO
Halifax & West Community Council	Three (3) Members at large	Elected by and from the members of the committee.	Mayor
North West Community Council			
Harbour East – Marine Drive Community Council			

Duties and Responsibilities

Oversight – Planning

3. The Community Planning and Economic Development Standing Committee shall provide oversight of HRM's Regional Plan and Regional Planning Initiatives, as follows:

- (a) overseeing HRM's Regional Plan and Regional Planning Initiatives;
- (b) reviewing and recommending to the Council the scope of the five-year Regional Plan reviews including roles of sub committees;
- (c) co-ordinating with the other Standing Committees on major Regional Plan initiatives;
- (d) being involved in developing HRM's approach to public participation programs for various planning processes such as regional and municipal planning strategy amendments; and
- (e) overseeing the priority setting relative to the Community Visioning Program, Functional Plan Implementation and major planning projects.

Oversight – Economics and Immigration

4. The Community Planning and Economic Development Standing Committee shall oversee HRM's Economic Plan, Economic Prosperity Indicators and Immigration Action Plan by:

- (a) being involved in policy development and overseeing of policies appropriate to promote Community and Economic development throughout HRM;
- (b) overseeing the progress of HRM's Economic Strategy and Outcome areas and related initiatives; and
- (c) overseeing the progress of HRM's Immigration Action Plan and related initiatives.

Oversight – Community Building Initiatives

5. The Community Planning and Economic Development Standing Committee shall oversee HRM's Community building initiatives in the areas of arts, culture and recreation and related facilities strategies by:

- (a) promoting and enabling an inclusive range of arts, culture and Recreational opportunities in HRM;
- (b) promoting and enabling access to arts, cultural and recreational facilities that support HRM's Community Outcome areas; and
- (c) overseeing the progress on HRM Community building and enhancing strategies and any related initiatives.

Other Duties and Responsibilities

6. The Community Planning and Economic Development Standing Committee shall have an active interest in the Agencies and Initiatives that support Community and Economic development throughout HRM by:

- (a) promoting and encouraging the development of programs, policies and initiatives in HRM that support Community and Economic development throughout the Municipality;
- (b) engaging, at a governance level, the agencies, boards and committees funded by HRM and under the mandate of the Standing Committee to ensure they meet community needs and expectations including:
 - i. the Greater Halifax Partnership,
 - ii. Destination Halifax,
 - iii. Trade Centre Limited,
 - iv. Community Boards and Arts Boards and the broader Arts Community,
 - v. HRM Business Districts and organizations, and
 - vi. others as identified by the Committee and approved by the Council or others as identified by the Council.
- (c) recommending to the Council HRM's appointments and reviewing service agreements of the agencies, boards and commissions under the mandate of the Standing Committee; and
- (d) performing such other related activities in the area Economic and Community Development in HRM as identified by the Standing Committee and approved by the Council.

7. The Community Planning and Economic Development Standing Committee shall perform such other duties and responsibilities as may be determined by the Council.

Administration and Procedures

8. The Community Planning and Economic Development Standing Committee shall meet no less than four (4) times annually, preferably monthly, or as determined by the Committee.

9. Administrative and the meeting procedures shall be in accordance with *Administrative Order One*

10. Pursuant to clause 20(1)(c) of the *HRM Charter*, the Council delegates the power to direct staff to prepare reports to this Standing Committees provided that:

- (a) the topic of the report is consistent with the mandate of the Standing Committee

as expressed in the Committee's terms of reference approved by the Council; and

(b) the topic of the report is consistent with the Council's approved strategic priorities, budgets and policies.

Staff Liaison

11. (1) Management support and liaison shall be through the Office of the DCAO supported through the Office of the Municipal Clerk.

(2) Additional staff as required may be assigned based on specific issues.

Advisory Committees

12. The following Committees shall be advisory committees to the Community Planning and Economic Development Standing Committee.

COMMITTEE	TYPE	APPOINTMENT
Community Design Advisory Committee	Advisory to the Council, through the Community Planning and Economic Development Standing Committee, on the Centre Plan Project and Regional Plan 5 year review.	Recommend approach and members to the Council.
Heritage Advisory.	Advisory on policy only. On heritage planning matters, the Committee reports directly to the Council pursuant to the <i>Heritage Property Act</i> .	Recommend Members to the Council.
Special Arts and Cultural Advisory Committee	Advisory to staff	Recommend Members to the Council.

Schedule 4 (REVISED)

ENVIRONMENT AND SUSTAINABILITY STANDING COMMITTEE TERMS OF REFERENCE

Purpose

1. (1) The purpose of the Environment and Sustainability Standing Committee is to provide advice to the Council relating to the Environment and Sustainability including Solid Waste Resources, energy security and sustainable parks, forests (urban and rural) and open spaces and water resource management.

(2) The other purposes of the Environment and Sustainability Standing Committee are to:

(a) fulfill the requirements as outlined in the Terms of Reference of the Solid Waste Advisory Committee of the Council and the Energy and Underground Services Committee of Council;

(b) assist the Council in meeting sustainability and energy objectives; and

(c) promote policies appropriate to protect water resources, parks, open spaces and green environment in HRM.

Composition

2. (1) The Environment and Sustainability Standing Committee shall consist of six (6) Members of the Council.

(2) The Members of the Environment and Sustainability Committee shall be appointed by the Council as follows:

(a) one (1) Member appointed from each Community Council; and

(b) three (3) Members appointed at large.

(3) The term of each appointment shall be two years.

(4) The Chair and Vice-Chair shall be elected annually, in November, by the Members and from the Members of the Environment and Sustainability Standing Committee.

COMMUNITY COUNCIL APPOINTMENT	MEMBERS AT LARGE	CHAIR AND VICE CHAIR	EX OFFICIO
Halifax & West Community Council	Three (3) Members at large	Elected by and from the members of the committee.	Mayor.
North West Community Council			
Harbour East – Marine Drive Community Council			

Duties and Responsibilities

Solid Waste Resource Management

3. The Environment and Sustainability Standing Committee shall:

- (a) advise the Council on matters respecting solid waste management, including the responsibility to receive reports and to keep the Council informed respecting all matters related to the solid waste management program in HRM;
- (b) appoint a Member of the Standing Committee as HRM's representative on the Provincial Solid Waste Chairs Committee; and
- (c) liaison with Regional Resource Utility Board of Nova Scotia to promote policies and programs in the best interest of HRM at the Provincial Resource Board.

Energy Choice and Security

4. The Environment and Sustainability Standing Committee shall:

- (a) promote and enable a variety of energy choices for HRM residents;
- (b) promote and enable sustainable and renewable sources of energy in HRM;
- (c) promote the achievement of HRM's greenhouse emission reduction commitments;
- (d) promote diversification of municipal revenue streams through investments in utilities such as natural gas, wind energy and district energy;
- (e) promote ways to maximize HRM's capital dollars through co-location of utilities and coordination of projects;
- (f) be involved in policy development on undergrounding of services; and
- (g) liaison with Heritage Gas and similar utilities at a governance level to encourage, promote and enable the provision of natural gas services to the residents and businesses of HRM.

Parks and Open Spaces

5. The Environment and Sustainability Standing Committee shall:

- (a) encourage the appropriate policy structure to address amount, use and protection of parks, forests (urban and rural) and open spaces for the use and enjoyment of the residents of HRM, and
- (b) perform other related activities in the area of parks and open spaces as identified by the Standing Committee and approved by the Council.

Water Resource Management

6. The Environment and Sustainability Committee shall:

- (a) be involved in policy development and oversight of policies appropriate to promote and protect water resources in HRM;
- (b) liaison with Halifax Water including:
 - i. the nomination to the Council of one (1) Member of the Standing Committee as one (1) of the Council appointments to the Board of Halifax Water and the nominee shall act as a liaison between the Standing Committee and Halifax Water; and
 - ii. ensuring that the Harbour Solutions project and other services managed by Halifax Water continue to meet community expectations; and
- (c) perform other related activities in the area of Water Resource management as identified by the Standing Committee and approved by the Council.

Climate Change Mitigation and Adaptation

7. The Environment and Sustainability Standing Committee shall:

- (a) progress policy related to municipal climate change adaptation and mitigation, including the policy requirements of the Infrastructure Secretariat's Gas Tax Funding program;
- (b) promote community adoption of climate change mitigation and adaptation measures; and
- (c) provide governance oversight of the HRM Climate Change Risk Management Strategy

Other Duties and Responsibilities

8. The Environment and Sustainability Standing Committee shall perform such other matters as may be determined by the Council.

Administration and Procedures

9. The Environment and Sustainability Standing Committee meetings shall meet to no less than four (4) times annually, preferably monthly, or as determined by this Committee.

10. Administrative and meeting procedures shall be in accordance with *Administrative Order One*.

11. Pursuant to clause 20(1)(c) of the *HRM Charter*, the Council delegates the power to direct staff to prepare reports to this Standing Committees provided that:

- (a) the topic of the report is consistent with the mandate of the Standing Committee as expressed in the Committee's terms of reference approved by the Council; and
- (b) the topic of the report is consistent with the Council's approved strategic priorities, budgets and policies.

Staff Liaison

12. Management support and liaison shall be through the Office of the Director of Planning and Development in coordination with the Sustainable Environmental Management

Office, and divisions of Transportation and Public Works that support Solid Waste Resource management and Energy projects in HRM, supported by the Office of the Municipal Clerk.

Standing and Advisory Committee

13. The following Committee shall be advisory committee to the Environment and Sustainability Standing Committee:

COMMITTEE	TYPE	APPOINTMENT
Regional Watershed Advisory Board	Advisory on Policy	Recommends appointments to the Council.

Schedule 5 (REVISED)

EXECUTIVE STANDING COMMITTEE TERMS OF REFERENCE

Purpose

1. The purpose of the Executive Standing Committee is to fulfil the self-governance functions of the Council including:
 - (a) Emergency Management,
 - (b) acting as nominating committee for Boards and Committees,
 - (c) CAO Liaison and Review, and
 - (d) Overseeing HRM's Volunteer Awards, By-law Rationalization, Corporate Performance Objectives, and the Council's priority areas.

Composition

2. (1) The Executive Standing Committee shall consist of seven (7) Members of the Council.
 - (2) The Mayor and Deputy Mayor shall be Members of the Executive Standing Committee and the other Members shall be appointed by each Standing Committee.
 - (3) The term of each appointment, except the Mayor and Deputy Mayor, shall be two (2) years.
 - (4) The Mayor shall be the Chair of the Executive Standing Committee.
 - (5) The Vice-Chair shall be elected by the Members and from the Members of the Executive Standing Committee.

COMMUNITY COUNCIL APPOINTMENTS	STANDING COMMITTEE APPOINTMENTS	CHAIR	VICE CHAIR
None	One (1) Member appointed from each Standing Committee (Appeals, CPED, E&S, A&F, Transportation)	Mayor	Elected by and from the members of the Standing Committee.

Duties and Responsibilities

Emergency Management

3. The Executive Standing Committee shall:
 - (a) act as the Emergency Management Advisory Committee of the Council with responsibilities as outlined under By-law E-100, the *Emergency Management By-law*;

- (b) advise the Council on the development of Emergency Management plans and present the Municipal Emergency Management Plans to the Council;
- (c) brief the Council on developments during a local state of emergency; and
- (d) perform any such other duties in regard to Emergency management as may be required and directed by the Council.

Membership Selection

4. The Executive Standing Committee shall act as the Membership Selection Committee of the Council with a mandate to function as the nomination committee for appointment to Boards and Committees, including at large nomination to Standing Committees, except as delegated to other Standing Committees by the Council.

CAO Liaison and Review

5. The Executive Standing Committee shall:

- (a) Notwithstanding Part II of the *HRM Charter* (outlining the roles and responsibilities of the CAO and the reporting relationship to the Council), the Executive Committee shall act as a liaison and communication link between the CAO and the Council;
- (b) meet at least quarterly with the CAO to review and confirm the CAO goals and objectives and performance expectations;
- (c) provide feedback, support and a formal evaluation of the performance of the CAO at least annually to the CAO and the Council;
- (d) coordinate, on behalf of Council, the recruitment and provide a recommendation on the hiring of the CAO should the position become vacant;
- (e) provide a forum to assist the CAO in major initiatives regarding:
 - i. organizational change
 - ii. employee relations
 - iii. new directions in service delivery
 - iv. administrative policies; and
- (f) perform such other duties in regard to CAO liaison and review as may be required and directed by the Council.

Volunteer Award Recognition

6. The Executive Standing Committee shall oversee the administration of the HRM Volunteer Awards program to ensure the program and selection criteria meet the objectives of the Council and the Communities of HRM.

Bylaw Rationalization

7. The Executive Standing Committee shall oversee and provide advice on Administrative

Order 32, the *By-law Development Administrative Order* and other policy matters related to the By-laws, Ordinances, Administrative Orders and Policies of the Council.

General Governance of the Council

8. The Executive Standing Committee shall act as a review committee for matters related to the general self-governance and administration of the Council as directed by the Council.

Priority Areas and Corporate Performance Objectives of the Council

9. The Executive Standing Committee shall:

- (a) have strategic oversight of progress on HRM's Corporate Performance objectives and priority areas of the Council; and
- (b) perform other Administrative matters as may be determined and directed by the Council.

Business Units Reporting to Committee

10. Human Resources and Fire Services shall report to the Committee semi-annually on key factors of the municipality including health and safety, absenteeism, overtime, grievance issues, and best practises.

Administration and Procedures

11. The Executive Committee shall meet no less than four (4) times annually, preferably monthly, or as agreed to by the Committee.

12. Administrative procedures and the meeting procedures shall be in accordance with *Administrative Order One*.

13. Pursuant to clause 20(1)(c) of the *HRM Charter*, the Council delegates the power to direct staff to prepare reports to this Standing Committees provided that:

(a) the topic of the report is consistent with the mandate of the Standing Committee as expressed in the Committee's terms of reference approved by the Council; and

(b) the topic of the report is consistent with the Council's approved strategic priorities, budgets and policies.

Staff Liaison

14. Management support and liaison shall be through the Offices of the CAO and Deputy CAO, the HRM's Emergency Management Coordinator (as required), supported by the Office of the Municipal Clerk.

Standing and Advisory Committee

15. None.

Schedule 6 (REVISED)

TRANSPORTATION STANDING COMMITTEE TERMS OF REFERENCE

Purpose

1. The purpose of the Transportation Standing Committee is to act as a forum for consolidating information and direction on the Regional Transportation initiatives and to provide a forum for the Council to address a community, government and industry interests in Regional Transportation issues.

2. The Regional Transportation issues of the Council include:

- (a) Regional Transportation policy, infrastructure objective and priorities and oversight of the Transportation outcome areas and functional plans;
- (b) Transportation Demand management strategies, polices and traffic calming and mitigation and safety;
- (c) Halifax Transit strategic plans and directions;
- (d) active transportation initiatives and infrastructure; and
- (e) liaising with agencies, boards and committees that support the objective of the mandate of the Standing Committee including the Bridge Commission, Transit Advisory Committee, Canadian Urban Transit Association (CUTA) and other municipal, provincial or federal bodies involved in Transportation related initiatives.

Composition

3. (1) The Transportation Standing Committee shall consist of six (6) Members of the Council.

(2) The Members of the Transportation Committee shall be appointed by the Council as follows:

- (a) one (1) Member appointed from each Community Council, and
- (b) three (3) Members appointed at large.

(3) The term of each appointment shall be two (2) years.

(4) The Chair and Vice-Chair shall be elected annually, in November, by the Members and from the Members of the Transportation Standing Committee.

COMMUNITY COUNCIL APPOINTMENT	MEMBERS AT LARGE	CHAIR AND VICE CHAIR	EX OFFICIO
Halifax & West Community Council	Three (3) Members at large	Elected by and from the members of the committee.	Mayor

North West Community Council Harbour East – Marine Drive Community Council			
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Duties and Responsibilities

4. The Transportation Standing Committee shall oversee and review of HRM's Regional Transportation Plans and initiatives, as follows:

- (a) overseeing HRM's Regional Transportation Objectives and Transportation Outcome Areas;
- (b) overseeing and reviewing the Regional Transportation policies, bylaws and functional plans;
- (c) providing input into the Regions transportation funding strategies such as infrastructure funding, Gateway initiatives and approaches to Capital Cost Contribution;
- (d) providing input and review of the Transportation Road network strategies and related Regional initiatives;
- (e) overseeing HRM's Regional Parking Strategy and other parking related initiatives flowing from the strategy; and
- (f) coordinating with the Community Planning and Economic Development Standing Committees of the Council in regard to reviews and initiatives under the Regional Plan in matters related to Regional Transportation.

Coordination of Priorities and Initiatives

5. The Transportation Standing Committee shall:

- (a) promote and enable Public Safety campaigns and outcomes that Advocate safety;
- (b) provide policy direction related to neighbourhood transportation initiatives for traffic calming and mitigation;
- (c) provide input and review of By-law S-300, the *Streets By-law*, as it relates to approaches to routing, right-of-way management, accessibility and management of priorities for uses; and
- (d) oversee HRM's transportation demand management strategies.

Oversight and Input into Transit's Strategic Plan and Direction

6. The Transportation Standing Committee shall:

- (a) review and oversee policy direction and long term funding approach to promote and encourage Transit alternatives as outlined in the Regional Plan;

- (b) review and oversee specific strategic planning directions related to Transit Services coming from the Regional Plan such as the Five year strategic plan, Accessibility Plan and the Ferry Plan; and
- (c) promote and enable positive communication between communities, ridership, and the Council and Transit services to enable and support the Regional Transit service to the communities of HRM.

Oversight and Input into HRM's Active Transportation Initiatives

7. The Transportation Standing Committee shall:

- (a) promote and encourage the work of the Active Transportation Advisory Committee and other related bodies that service to promote active transportation throughout the municipality.
- (b) promote and encourage HRM's Active Transportation corridor initiatives which supports the overall Transportation Strategy as outlined in the Regional Plan; and
- (c) promote and encourage coordination of construction and initiatives that serve to support the development of Active Transportation initiatives throughout HRM in the most cost effective manner possible.

Liaison with Agencies and Initiatives related to Transportation in HRM

8. The Transportation Standing Committee shall:

- (a) promote and encourage the development of integrated programs, policies and initiatives in HRM that support HRM's transportation goals and outcomes;
- (b) take an active interest in the agencies, boards and commissions funded by HRM in the areas of Transportation to ensure they continue to meet community needs and expectations; and
- (c) recommend to the Council HRM's appointments and review service agreements of the agencies, boards and commissions under the mandate of the Standing Committee.

Other Duties and Responsibilities

9. The Transportation Standing Committee shall perform such other duties and responsibilities as may be determined by the Council.

Administration and Procedures

10. The Transportation Standing Committee shall meet no less than four (4) times annually, preferably monthly, or as determined by the Committee.

11. Administrative and meeting procedures shall be in accordance with *Administrative Order One*.

12. Pursuant to clause 20(1)(c) of the *HRM Charter*, the Council delegates the power to direct staff to prepare reports to this Standing Committees provided that:

- (a) the topic of the report is consistent with the mandate of the Standing Committee as expressed in the Committee's terms of reference approved by the Council;

and

(b) the topic of the report is consistent with the Council's approved strategic priorities, budgets and policies.

Staff Liaison

13. Management support and liaison shall be through the office of the Director of Transportation and Public Works, supported by the Office of the Municipal Clerk.

Standing and Advisory Committees

14. The following Committees shall be advisory committee or liaison with the Transportation Standing Committee:

COMMITTEE	TYPE	APPOINTMENT
Active Transportation Advisory Committee	Advisory	Recommend Members to the Council.
Accessibility Advisory Committee (formerly Person with Disabilities)	Advisory	Recommend Members to the Council.
Halifax-Dartmouth Bridge Commission	Liaison only.	Recommend Members to the Council.
Crosswalk Safety Committee	Advisory	Recommend Members to the Council