

**HALIFAX REGIONAL MUNICIPALITY
REGIONAL PLAN ADVISORY COMMITTEE**

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

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

1. Background

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

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

2. Purpose of Regional Plan Advisory Committee

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

3. Role of the Regional Plan Advisory Committee

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

- Submit a work plan to the Regional Council which will identify specifically the Committee’s schedule and outline its proposed actions;

- Advise on the need and priorities for background studies and research related to the Functional Plans¹;
- Provide reports/presentations to Regional Council on the progress of Regional Plan implementation, including but not limited to, community visioning, functional plans, master plans and community plans;
- Review and make recommendations on the deliverables of the Community Visioning Pilot Project;
- Be subject to the government of Nova Scotia's Freedom of Information and Conflict of Interest policies.

4. Membership

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

5. Selection of Membership

Selection criteria will include:

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

The selection committee will seek to create appropriate balance, including a mix of people with a

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

variety of perspectives on social, health, cultural economic, and environmental issues.

6. Appointment

The term of appointment shall be as follows:

Councillors - Three (3) years

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

Appointments shall be made by the Halifax Regional Council.

7. Re-appointment

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

8. Chair and Vice-Chair

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

9. Role of the Chair/Vice Chair

The role of the Chair, in whole or part, can and will be shared with or delegated to the Vice-Chair. The Chair (Vice Chair) is an impartial individual who guides the process and facilitates meetings. The Chair (Vice Chair) will keep the group focused on the agreed-upon task, suggest alternative methods and procedures, and encourage participation by all committee members. The Chair (Vice Chair) will work with staff in preparing agendas and meeting summaries, and guide in drafting products and summaries of the committee. The Chair (Vice Chair) will act on behalf of the Committee as spokesperson to Council and the media.

10. Meetings

Meetings shall be held on the *[day] of the month* or as agreed to by the committee.

11. Meeting Times and Locations

Meetings will be held from 3:00 p.m. to 6:00 p.m. Meetings will begin and end on time. Unless otherwise specified by the Committee, meetings will be held at _____.

12. Sub-committees

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

13. Quorum

The quorum for regular meetings shall be five (5) members, including at least one councillor.

14. Decision Making

Decisions about what to recommend to the Regional Council will be made by consensus. If necessary a vote will be taken, and minority reports may be submitted if any member wishes to do so.

15. Resources

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

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