

Terms of Reference

Halifax Regional Municipality Facility Master Plan Steering Committee

Background

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

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

Purpose of Facility Master Plan Steering Committee

HRM Community Development is encouraging the formation of a Facility Master Plan Steering Committee to provide advise and direction to staff during the process of completing the update and additional scope requirements of the Facility Master Plan 2007.

Role of Facility Master Plan Steering Committee

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

More specifically, the Committee will:

- ⌘ Approve and issue the RFP for consulting services no later than July 1st, 2007
- ⌘ Advise staff on public / stakeholder participation program in order to stimulate comment / consultation
- ⌘ Work with staff to determine a public participation program to gain further public and other stakeholder input. Additional meetings with specific stakeholders may be recommended by the Facility Master Plan Steering Committee
- ⌘ Advise on the need and priorities for background and studies and research
- ⌘ Provide progress reports / presentations to Council on a regular basis
- ⌘ Be subject to the government of Nova Scotia’s Freedom of Information and HRM’s Conflict of Interest Policy

Membership

Provincial Representative	(1)
Regional Council Representative	(2)
Capital Health Representative	(1)
Sport Representative	(1)
Halifax Regional School Board	(1)
Cultural Advisory Committee Representative	(1)
Recreation Representative	(1)
Urban Representative	(1)
Rural Representative	(1)
Youth Representative	(1)
Business Community	(1)

Selection of Membership

Selection criteria will include:

- ⌘ Willingness and ability to commit to the necessary time over a *one year* period;
- ⌘ Commitment and interest in the planning, development and decommissioning of facilities as they relate to the scope of work of the Master Plan
- ⌘ Skills and experience related to roles and responsibilities in facility management and service delivery

Appointment

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

Chair / Vice-Chair

The Facility Master Plan Steering Committee shall elect from it's non-council or non-staff members a Chair and Vice-Chair.

Role of the Chair / Vice-Chair

The role of the Chair, in whole or part, can be shared with or delegated to the Vice-Chair. The Chair is an impartial individual who guides the process and facilitates meetings. The Chair will keep the group focused on the agreed-upon task, suggest alternative methods and procedures, and encourage participation

by all committee members. The Chair will work with staff in preparing agenda's and meeting summaries, and guide in drafting products and summaries of the Committee. The Chair will act on behalf of the Committee as spokesperson to Council and the media.

Meetings

Meetings shall be held on the XXXXXXXXXX 9:00am – 12:00 noon.

Location: Alderney Gate, 2nd Floor Compass Rose Board Room

Nb. There is likelihood that meetings will be more frequent dependant upon timeline benchmark requirements.

Decision Making

Decisions about what to recommend to the Regional Council will be made by consensus.

Resources

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

Meeting Minutes

A written summary of discussion and comments from each meeting will be prepared by staff and approved by the Committee. Meeting minutes will describe highlights of the meeting, areas of agreement, disagreement or decision, and recommendations or options.

Meeting minutes will be circulated to Committee members prior to the commencement of the next meeting.

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