

Terms of Reference

HALIFAX REGIONAL MUNICIPALITY REGIONAL PLANNING COMMITTEE

The *Regional Planning Committee* is established to advise Halifax Regional Council on specific matters as they pertain to the preparation and delivery of a Regional Plan for Halifax Regional Municipality.

1. Background

Halifax Regional Council has adopted four goals as its Corporate Priorities - safe communities; healthy, vibrant and sustainable communities; excellence in governance; and, excellence in service delivery. These are the values that will drive regional planning for the municipality; these values ingrained in the very roots of the Regional Plan.

In December 2002, Regional Council received an 'Action Plan' containing a review of the approach to regional planning following on the completion of Phase I of the Regional Planning Project. The document recommended "*the establishment of the Regional Planning Community Committee to undertake the development of a Regional Plan*". Regional Council has endorsed this recommendation.

2. Purpose of Regional Planning Committee

The overall purpose of the Regional Planning Committee is to develop principles around which a regional plan will be developed, guide solutions options, and provide advice on selecting a solution. Additionally, the committee will guide the development of a community consultation program in order to gain public and input on potential planning policies which address the growth issues facing the Halifax Regional Municipality.

3. Role of the Regional Planning Committee

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

- Within *sixty (60)* days of its establishment, submit a brief work plan to the Regional Council which will identify more specifically the Regional Planning Committee's schedule and outline its proposed actions.
- Advise staff on public participation program in order to stimulate public comment/consultation.

Revised: April 14, 2003

- Work with staff to determine a public participation program to gain *further* public and other stakeholder input. Additional meetings with specific stakeholders may be undertaken by the Regional Planning Committee either as a committee of the whole or through sub-committees. Written submissions will be allowed.
- *Develop and recommend core regional planning principles and advise on other strategic aspects of regional planning.*
- *Recommend a Regional Planning Strategy that respects individual Municipal Planning Strategies*
- Advise on the need and priorities for background studies and research.
- Provide progress reports/presentations to Regional Council on a regular basis.
- Be subject to the government of Nova Scotia's Freedom of Information and Conflict of Interest policies.

4. Membership

Three (3) members of Halifax Regional Council

Five (5) citizens

Chief Administrative Officer of Halifax Regional Municipality

5. 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 future of the Halifax Regional Municipality and a regional rather than local perspective;
- skills and experience related to roles and responsibilities of a regional planning stakeholder committee.

The selection committee will seek to create appropriate balance, including a mix of people with a variety of perspectives on social, economic, and environmental issues.

6. Appointment

The term of appointment shall be as follows:

Councillors - *One year*

Citizens - *One year*

Revised: April 14, 2003

Appointments shall be made by the Halifax Regional Council.

7. Re-appointment

The Regional Planning Committee shall exist until February 2004. Subject to this term being extended by the Halifax Regional Council, citizen members may be appointed for a maximum of three consecutive terms.

8. Chair and Vice-Chair

The Regional Planning 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 first and third Wednesday's of the month.*

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 the Halifax Ferry Terminal Boardroom.

12. Sub-committees

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

13. Quorum

The quorum for regular meetings shall be five (5) members.

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 Regional Planning Project Office of the Halifax Regional Municipality will provide staff resources to the Regional Planning Committee including arranging meetings, agendas, note taking (summary and action items), distribution of materials, and other administrative functions. Any budget requirements for the Regional Planning Committee will be included within the budget of the Regional Planning Project Office, subject to the normal annual review and approval process of the Halifax Regional Municipality.

16. 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 before being communicated in the usual manner.

These Terms of Reference for the Regional Planning Stakeholder Committee were endorsed by the Halifax Regional Council on

Revised: April 14, 2003