

**HALIFAX REGIONAL MUNICIPALITY  
POINT PLEASANT PARK ADVISORY COMMITTEE  
TERMS OF REFERENCE**

The Point Pleasant Park Advisory Committee (PPPAC) was established to advise and assist Council in planning and management of Point Pleasant Park.

Point Pleasant Park has been a place of recreation for the citizens of Halifax since the city was founded in 1749. Before that, it was used for hunting and fishing, and for ceremonial purposes by the indigenous Mi'kmaq First Nation. Mainly a military bastion until 1866, it then became a public park, an urban forest where citizens can find an oasis of peace close to the bustling city. Its unique combination of forest, seacoast, and cultural resources makes it one of the most significant urban parks in the country and a Halifax icon.

The Halifax Regional Municipality established the PPPAC in 1996 to ensure strong public involvement in the evolution of the Park. While HRM retains control of staff, budget and daily operations, PPPAC members are assured that their advice and guidance will be given serious consideration in Park planning and management decisions.

In the wake of hurricane damage in 2003, a design competition was held for the Park's restoration. It became clear that both the public and HRM wish that Park to remain natural, that facilities for organized activities should not be added, and that the forest be regenerated and managed in an ecologically sustainable manner. The winning design will be the basis of a master plan for the Park's rejuvenation, to be supplemented by a management plan and an operational plan.

**1. MISSION AND MANDATE**

The mission of the PPPAC is to ensure public participation in the administration and planning for Point Pleasant Park. Its mandate includes but is not limited to the following tasks:

- To advise the municipality on the management and evolution of the Park;
- To apply the highest standards in all aspects of Park stewardship;
- To assist in preparing and implementation of the master plan, the management plan, and the operational plan, to solicit public input, and to communicate plans and decisions to the public about the plan's implementation;
- To monitor regular Park operations regarding ecological management practices;
- To advise on park-related by-laws and regulations; and
- To perform ceremonial functions.

## **2. COMPOSITION**

- 2.1 The PPPAC shall have 10 members:
- Mayor – ex officio
  - Area Councillor – ex officio
  - One Honorary member
  - Seven additional members including:
    - three frequent users
    - one from the immediate neighborhood
- 2.2 The PPPAC will be supported by HRM staff and appropriate subject-matter specialists as required.

## **3. SUBCOMMITTEES**

- 3.1 The PPPAC may establish informal subcommittees from time to time to deal with specific issues.

## **4. OFFICERS**

- 4.1 The PPPAC shall yearly elect a Chairperson from among its members at the first meeting of the year.
- 4.2 The PPPAC shall yearly elect a Vice-chairperson from among its members at the first meeting of year.
- 4.3 The officers of the PPPAC shall be elected from among the seven additional members as mentioned in Section 2.1.

## **5. QUORUM**

- 5.1 A quorum shall consist of not less than 50% plus 1 of the number of current voting members on the committee. Vacancies shall not be included in the calculation of current voting members.
- 5.2 Meetings can be held without a quorum present, however a quorum is required for voting purposes.

## **6. MEETINGS**

- 6.1 The PPPAC will normally meet on the second Thursday of each month or as determined from time to time by the PPPAC. The PPPAC shall meet no less than four times per year.
- 6.2 The Council will provide appropriate administrative support for all regular and special meetings.

- 6.3 Where circumstances warrant, the Chairperson or designate can call a meeting with reasonable notice.
- 6.4 Upon receipt of a written petition of the majority of the members of the PPPAC, the Chairperson shall summon a special meeting for the purpose and at the time mentioned in the petition, on at least three days' notice.

## **7. RELATIONS TO COMMUNITY COUNCIL**

The PPPAC shall make recommendations to Halifax & West Community Council solely in an advisory capacity.

- 7.1 Significant issues, plans and programs affecting Point Pleasant Park shall be referred to the PPPAC for its consideration and recommendations to Halifax & West Community Council
- 7.2 Members of the PPPAC and Halifax & West Community Council shall come together on a periodic basis to participate in joint working sessions.
- 7.3 The CAO will appoint an advisor(s), with skills and knowledge appropriate to the subject matter, as recommended by Directors and General Managers, in consultation with the PPPAC.

## **8. APPOINTMENTS**

- 8.1 A public appointment process encouraging representation from HRM's diverse communities will be used with regard to appointments to the PPPAC.
- 8.2 All appointments shall be for a two-year term following the Public Appointment Policy process. Members may be re-appointed for no more that three consecutive terms.

## **9. RESIGNATIONS**

- 9.1 Any resignation from the PPPAC shall be tendered in writing to the Chairperson, who will advise Halifax & West Community Council through the Municipal Clerk.
- 9.2 The name of a replacement member shall be obtained through the most recent public appointment process from the list maintained by the Municipal Clerk.

9.3 When approved by Halifax & West Community Council, the new appointee shall serve the remainder of the vacant term.

**10. ABSENTEEISM**

10.1 In the case of any member missing three meetings without the consent of the PPPAC, the member shall be deemed to have resigned.

**11. PROCEDURE**

11.1 PPPAC meetings shall follow the rules of order (Administrative Order # 1) approved by Council as amended from time to time.

**12. REPORT TO COMMUNITY COUNCIL**

12.1 The PPPAC shall submit a report of activities to Halifax & West Community Council during the first quarter of each year.

12.2 The Chairperson of the PPPAC, or a designate, may make reports to Halifax & West Community Council on the activities of PPPAC as necessary, or as requested by Halifax & West Community Council, together with such other presentations that the PPPAC may deem advisable.

**13. AMENDMENTS**

13.1 The PPPAC may from time to time recommend through Halifax & West Community Council to Regional Council the amendment of these Terms of Reference following an appropriately voted resolution.

**14. REIMBURSEMENT FOR EXPENSES**

14.1 Each member of the PPPAC shall serve without remuneration, but may be reimbursed for any necessary expenses incurred while engaged in official duties, provided that such expenses are approved by Council in advance.

Revised December 6, 2013 (For report structure approved on October 12, 2010)