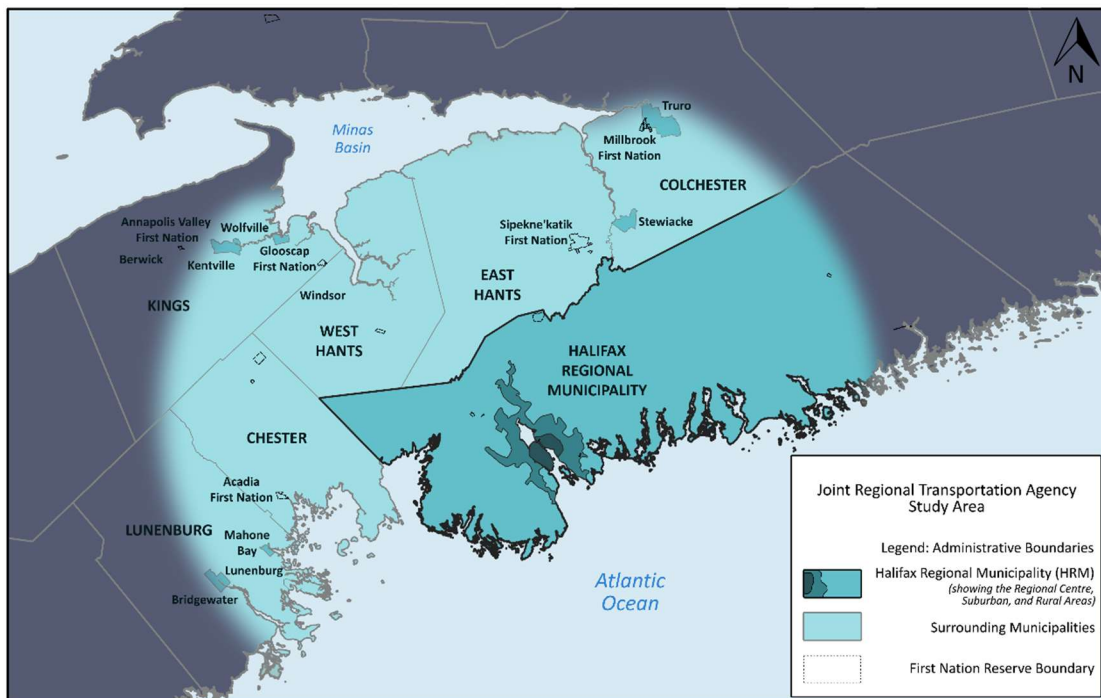


June 7, 2023

To Mayor and/or Warden and Members of Council,

The Joint Regional Transportation Agency (JRTA) is a provincial Crown Corporation created by the Government of Nova Scotia (Bill No. 61) in 2021 that reports to the Minister of Public Works. The mandate of the JRTA is to plan for all modes of transportation consistent with the region's growth and development to ensure the safe, efficient, and coordinated movement of people (walking/rolling, cycling, buses, ferries, trains, vehicles), goods (trucks, trains, ships, planes), and the necessary infrastructure (streets, transportation facilities, highways, bridges, rail corridors, ports – marine, ground, air).

To carry out this mandate, the JRTA is committed to collaborating with key partners to create a Regional Transportation Plan to ensure the transportation system is prepared for a period of unprecedented growth. The Regional Transportation Plan's study area includes the Halifax Regional Municipality and surrounding communities within an approximate one-hour travel time from Halifax (see map of study area below).



More information on the JRTA can be found here: jrta.ca.

The JRTA sits in a unique position to work across jurisdictions and all levels of government to promote collaboration. This provides a long-range lens for the regional transportation system to help maximize the impact of investments and cost-shared funding opportunities. Enacted in legislation, the JRTA works with a Transportation Advisory Board of six core partners:

- Halifax Regional Municipality
- Nova Scotia Department of Public Works
- Halifax Harbour Bridges
- Halifax Port Authority
- Halifax International Airport Authority
- Atlantic Canada Opportunities Agency

In addition to these core partners, the JRTA has begun to engage various provincial departments and the 15 municipalities within the study area. We recognize that municipalities have a wealth of transportation planning knowledge and experience and have existing plans, strategies, studies, and projects that are important to, dependant on, or that will inform the Regional Transportation Plan. Based on this and our initial meetings with the 15 municipalities, I would like to formally invite a member of your staff and an alternate (E.g. Chief Administrative Officer, Director of Planning) to join a Municipal Working Group. The Terms of Reference are attached to this letter to provide additional clarity on the roles and responsibilities of the working group. The focus of this collaboration is a multi-purpose approach to planning and infrastructure decision-making that will ultimately drive sustainable growth and enhance the well-being of Nova Scotians.

In order for your municipality to participate on the Municipal Working Group, please submit one name to be the primary Working Group Member and one alternate before June 16, 2023 if possible.

If you have any questions, please don't hesitate to reach out.

Sincerely,



Mark A. Peck
CEO, Joint Regional Transportation Agency

Attachment: Terms of Reference, JRTA Municipal Working Group

Municipal Working Group Terms of Reference

Date: May 18, 2023

1. Overview

The Government of Nova Scotia established the Joint Regional Transportation Agency (JRTA) in the fall of 2021 as a new crown corporation under [Bill No. 61](#) to address the challenges associated with a multi-jurisdictional transportation system. The primary mandate of the JRTA is to conduct long-range strategic transportation planning, including the development and implementation of a Regional Transportation Plan (RTP). The RTP will provide a coordinated strategic vision for the regional transportation system that guides transportation and land use decision making and associated infrastructure investments across jurisdictional boundaries.

The vision, mission, and mandate of the JRTA are summarized below:

Vision

A safe, efficient, equitable and resilient regional transportation system that delivers sustainable economic growth by connecting communities.

Mission

Championing regional collaboration to advance transportation solutions through joint planning, partnerships, data driven analysis, and strategic investments.

Mandate

Plan for all modes of transportation consistent with the region's growth and development to ensure the safe, efficient, and coordinated movement of people and goods.

The Municipal Working Group is made up of representatives from the 15 municipalities within the [JRTA study area](#). This includes:

Halifax Regional Municipality (HRM)

Municipality of the County of Colchester

Municipality of the County of Kings

Municipality of the District of Chester

Municipality of the District of Lunenburg

Municipality of the District of West Hants

Municipality of East Hants

Town of Berwick

Town of Bridgewater

Town of Kentville

Town of Lunenburg

Town of Mahone Bay

Town of Stewiacke

Town of Truro

Town of Wolfville

2. Purpose

The primary focus of the Municipal Working Group is to work in collaboration with the JRTA staff and in parallel with other JRTA working groups to support the development of the RTP that will enable growth, and the safe, efficient, and coordinated movement of people and goods within the Halifax Regional Municipality and surrounding areas.

The Municipal Working Group Members are key representatives and liaisons between their Municipality and the JRTA and are required to:

- facilitate the sharing of information between their respective municipality and the JRTA;
- provide insight and expertise from their municipality and associated subject matter expertise throughout the development of the RTP;
- review key deliverables from the JRTA and its consultants;
- identify opportunities, and potential projects and policies that align with or relate to the JRTA mandate and RTP;
- help to strengthen the integration of long-term transportation and land use planning across the study area;
- work collaboratively to resolve any concerns, conflicts or challenges related to joint transportation planning and implement regional transportation solutions; and,
- brief key stakeholders within their municipality (e.g., councils, staff, etc.) to keep them informed on the status and progress of various JRTA initiatives.

3. Membership

3.1 General Composition

The Municipal Working Group is made up of representatives from the 15 municipalities within the JRTA study area. Members are expected to provide technical input and expertise as it relates to the regional interests of their municipality within the RTP. It is understood that based on expertise required, additional members from the 15 municipalities may be brought in to provide insight. Additionally, depending on availability, members may designate a temporary proxy to serve as the representative from their organization if they are unable. This should be discussed with the JRTA prior to assignment. This flexibility in membership is intended to allow for continuous communications between the JRTA and the municipalities within the JRTA study area.

3.2 Representatives

To be confirmed

Municipality	Title	Member Name

3.3 Anticipated Commitment & Communication

The development of the RTP requires efficient and timely engagement. It is recognized that members of the Municipal Working Group will be providing support and insight in the development of the RTP in parallel to their core roles and responsibilities within their respective organizations.

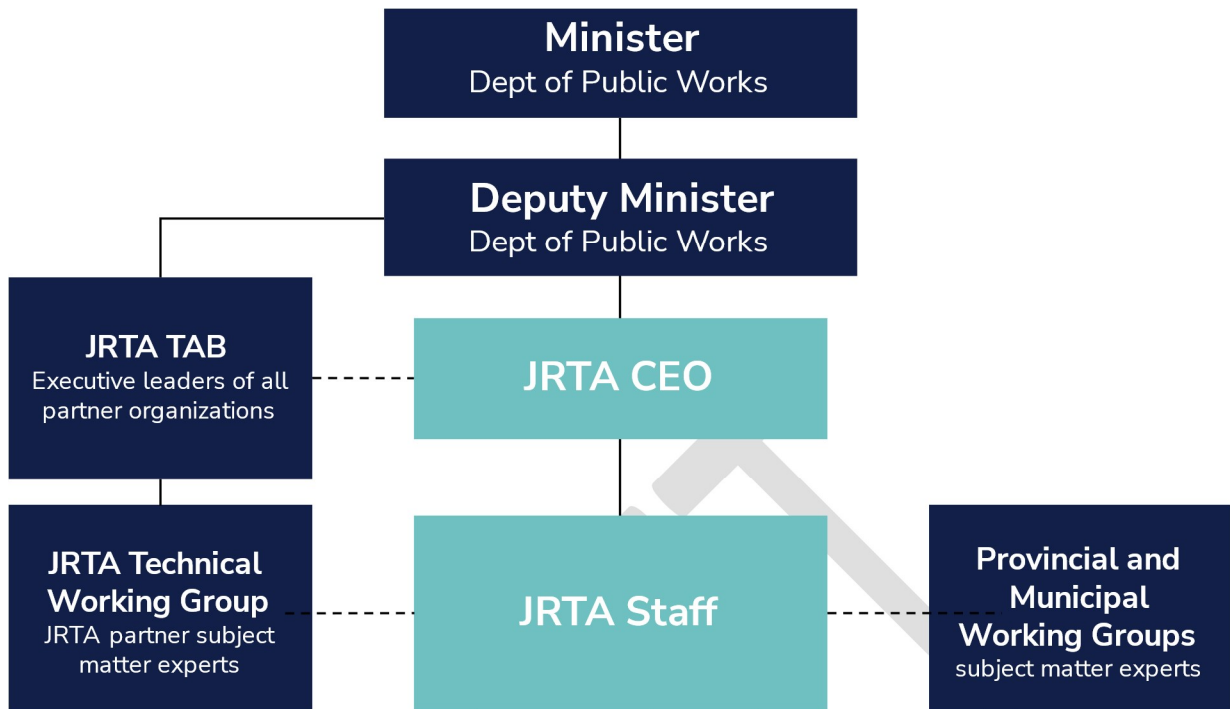
Based on the Communications and Engagement Request for Proposal, three stages of engagement have been identified thus far (during visioning, scenario planning, and finalization of RTP). Municipal Working Group meetings are anticipated to be held in conjunction with those three stages of engagement with the majority of the effort to be focused during the scenario planning phase (Fall-Winter 2023). The JRTA and its consultants will work to provide adequate notice of any additional meetings and periods that will require a greater amount of effort from the Municipal Working Group.

Meetings will be organized to have a clear purpose to efficiently use the time allotted. The circulation of materials for review will occur outside of the meetings, the meetings will primarily serve as workshops and time to present and discuss, consider, and evaluate ideas that will contribute to the development of the RTP. The JRTA will provide regular updates to ensure that the municipalities are aware of the current stage of the project.

In person attendance for meetings is encouraged and will typically occur when the consultant teams are in Nova Scotia for engagement initiatives. Other meetings may be held virtually with the option to attend in person.

4. Relationship to other Committees and Working Groups

The governance of the JRTA involves relationships with several key groups or committees. The figure below illustrates the current governance and associated relationship between the JRTA, TAB, and other working groups.



The table below identifies and further describes the other committees, key teams and working groups that the JRTA is engaging with in the development of the RTP.

Team / Working Group	Description
Technical Advisory Board (TAB)	<ul style="list-style-type: none"> • Executive leaders from the core JRTA Partners • The TAB provides strategic guidance to JRTA • The TAB will make recommendations to the Deputy Minister of Public Works and the Minister of Public Works as necessary
JRTA Technical Working Group (TWG)	<ul style="list-style-type: none"> • Subject matter experts (SME's) from each of the core partner organizations. • Members provide technical input and expertise as it relates to the interests of each of their organizations. • The TWG supports the development of strategic plans, such as the RTP. • Members facilitate the sharing of information between respective organizations. • The group helps identify opportunities, potential projects, and policies that align with or relate to the JRTA mandate, core partner projects and RTP. • Members will work collaboratively to resolve any concerns, conflicts or challenges related to joint transportation planning and implement regional transportation solutions.

	<ul style="list-style-type: none"> • Responsible to brief senior leaders within respective organizations to keep them informed on the status and progress of JRTA initiatives.
<p>Province of Nova Scotia Network / Working Group</p>	<ul style="list-style-type: none"> • The JRTA is working with provincial departments to establish a collaborative network that can be engaged to gain insight from diverse organizational perspectives. • The intent of this network is to create alignment across provincial departments beyond the JRTA partners to establish mutually supportive plans, strategies, and initiatives. • This network may influence areas that are outside the scope of the RTP but will contribute to or dictate the plan's success (e.g., institutional investments, infrastructure location and investment, etc.). • This network will also ensure the RTP accounts for and includes requirements or assumptions from other plans, strategies, and initiatives.

5. Review

The Terms of Reference will be reviewed annually and updated as needed.