

Terms of Reference
District 12 Planning Advisory Committee
Approved November 23, 2010

The District 12 Planning Advisory Committee is established to advise Peninsula Community Council and Regional Council on specific matters (defined below). The following terms of reference provide the basis for the committee.

Membership

- ▶ Councillor for District 12
- ▶ 6 community citizens, at-large with residency in Halifax Regional Municipality

Appointment

- ▶ Term
 - Councillor - term of office
 - Residents - two years

Appointments shall be made by the Peninsula Community Council and Regional Council.

The committee shall annually elect from its non-council members a Chair and Vice-Chair.

Re-appointment

Citizen members may be appointed for a maximum of two (2) consecutive terms.

Responsibilities

- ▶ Advise the Community Council, and Regional Council, where appropriate, with respect to all rezoning, land use by-law amendments and development agreement applications within or affecting Polling District 12, with the exception of the area under the Downtown Halifax Secondary Municipal Planning Strategy.
- ▶ Advise Halifax Regional Council, via Community Council, concerning municipal planning strategy reviews and amendments within or affecting District 12, with the exception of the area under the Downtown Halifax Secondary Municipal Planning Strategy.
- ▶ Advise Community Council with respect to other planning issues within or affecting Polling District 12, with the exception of the area under the Downtown Halifax Secondary Municipal Planning Strategy.
- ▶ Hold public meetings associated with plan amendments as deemed necessary.

- ▶ Participate with Developers, in conjunction with Municipal Staff, in the preparation of design plans for major developments.

Meetings

- ▶ The Planning Advisory Committee shall, except for any summer recess, meet at least once per month; additional meetings may be held as required or called by the Chair.
- ▶ Meetings shall be held on the fourth Monday of each month.
- ▶ The quorum for regular meetings shall be three (3) members.
- ▶ Members shall advise the PAC Coordinator by 12 noon on the day of a regular meeting if they are unable to attend the meeting.
- ▶ Any member of the committee who fails to attend three (3) consecutive meetings, without good reason accepted by the Chair, may be dismissed by Community Council.
- ▶ All Planning Advisory Committee meetings shall be open to the public, or as allowed under Section 218 of the Halifax Regional Municipality Charter.
- ▶ The Planning Advisory Committee shall hold a joint meeting with the Peninsula Community Council to generally discuss planning issues and concerns at least once per year.
- ▶ The Committee shall be responsible for the act of Recording Secretary for non-regularly scheduled meetings (does not include any public meeting associated with Municipal Planning Strategy amendments).

Remuneration

Remuneration shall be paid related to travel for attendance at meetings at rates established by Halifax Regional Municipality.