

COMMUNITY DESIGN ADVISORY COMMITTEE
MINUTES

April 11, 2012

PRESENT: Mr. Fred Morley
Mr. Bill Book
Mr. Geoff LeBoutillier
Ms. Joanne Macrae
Dr. Gaynor Watson-Creed
Mr. Peter Moorhouse
Mr. Eric Burchill
Councillor Dawn Sloane
Councillor Jennifer Watts
Councillor Lorelei Nicoll
Councillor Jim Smith
Councillor Sue Uteck
Councillor Peter Lund

REGRETS: Ms. Dale Godsoe

STAFF: Mr. Andy Fillmore, Project Manager, RP+5 and Centre Plan
Ms. Susan Corser, Project Coordinator, Regional Plan Review,
HRMbyDesign
Mr. Austin French, Manager, Planning
Ms. Sheilagh Edmonds, Legislative Assistant

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1. CALL TO ORDER

1.1 Introduction of Members

Ms. Susan Corser called the meeting to order at 11:00 a.m. introducing herself, Mr. Fillmore and Ms. Edmonds to the Committee.

This being the first meeting of the Committee, she suggested that roundtable introductions be made and that each member provide their views on what they hope to see the Committee achieve as well as the challenges and concerns they feel the Committee may face as it proceeds with its mandate.

Mr. Austin French, Manager, Planning entered the meeting. Following roundtable introductions of Committee members, Mr. French introduced himself and outlined his role as Manager of Planning and he provided an overview of his business unit. Mr. French added that he wanted the Committee to be aware that he was part of the team that worked on the Regional Plan and that he was available as a resource to the Committee as it goes forward.

1.2 Election of Chair and Vice Chair

The Legislative Assistant called for nominations for Chair

Mr. Morley advised that he would like to put forward Ms. Dale Godsoe's name for Chair. He added that he spoke with her in advance of the meeting and though she was not able to attend, she advised that she would be willing to have her name put forward.

MOVED by Mr. Morley, seconded by Councillor Sloane that Ms. Dale Godsoe be nominated for Chair. MOTION PUT AND PASSED

The Legislative Assistant called three times for any further nominations; there being none, she requested a motion to cease nominations.

MOVED by Mr. Book, seconded by Councillor Lund that nominations for Chair cease. MOTION PUT AND PASSED.

The Legislative Assistant declared Ms. Dale Godsoe as Chair.

The Legislative Assistant called for nominations for Vice Chair.

MOVED by Mr. Book, seconded by Councillor Lund the Mr. Fred Morley be nominated as Vice Chair. MOTION PUT AND PASSED.

The Legislative Assistant called three times for any further nominations; there being none, she requested a motion to cease nominations.

MOVED by Councillor Nicoll, seconded by Councillor Sloane that nominations for Vice Chair cease. MOTION PUT AND PASSED.

The Legislative Assistant declared Mr. Fred Morley as Vice Chair, and turned the meeting over to him.

2. APPROVAL OF MINUTES: None

3. APPROVAL OF THE ORDER OF BUSINESS AND APPROVAL OF ADDITIONS AND DELETIONS

MOVED by Councillor Sloane, seconded by Councillor Watts that the agenda be accepted as presented. MOTION PUT AND PASSED.

Subsequently, following agenda item 6, item 7.4 was moved up on the agenda and dealt with due to time constraints.

4. BUSINESS ARISING FROM THE MINUTES/DEFERRED BUSINESS: None

5. CORRESPONDENCE, PETITIONS & PRESENTATIONS

5.1 Correspondence: None

5.2 Petitions: None

5.3 Presentations: None

Councillor Uteck questioned if consideration has been given to providing criteria for anyone who wishes to provide a presentation to the Committee. She expressed concern that, without specific criteria in place, the number of presentations could get onerous for the Committee.

A brief discussion ensued and staff presented options for consideration, based on procedures other Committees have followed in regard to this matter. Mr. Fillmore noted that, overall, Committees follow the guidelines as outlined in Administrative Order 1 but that it provides some leeway in how a Committee can approach receiving presentations.

The Chair advised that the important aspect to keep in mind is to respect the people coming forward with ideas but that, due to the tight timelines the Committee is working under, the Committee would want to discourage presentations that are unrelated or off topic. He indicated that it was too early at this stage to determine how many presentation requests the Committee might receive, and that it would be something to be determined as time went on, and in being mindful of the Committee's time constraints.

Councillor Watts requested that once it is determined how presentation requests are to be handled, that the Committee be informed of all submitted requests, even if the presentation was not approved.

At this time, Mr. Peter Moorhouse advised that he wanted to inform the Committee that he was working with the campaign team of a mayoral candidate in the upcoming election. He explained that after being notified of his appointment to this committee, he contacted the Municipal Clerk to see if he may have any conflict. The Municipal Clerk advised him that he did not, and suggested that if he were to inform the Committee at the initial meeting, then this would be satisfactory.

At this time, Mr. Fillmore pointed out that it was critical the Committee deal with item 7.4 today, and that he was aware some members had to leave early. He questioned if the Committee would be in agreement to deal with item 7.4 at this time.

There was general consensus to move up item 7.4 *Establish Meeting Schedule for 2012* to be dealt with at this time.

6.4 Establish Meeting Schedule for 2012

A discussion ensued with regard to scheduling regular meetings. Mr. Fillmore pointed out that, given the work plan as currently presented, there are points of compression which will mean that the Committee will have to meet twice a month.

It was agreed that the Committee would meet on the 1st and 3rd Wednesday of each month from 11:00 a.m. to 1:00 p.m. in Halifax Hall, City Hall. The next meeting date being Wednesday, April 18, 2012.

6. REPORTS

6.1 Staff Overview of Committee Mandate and Process

A resource information binder entitled, *RP+5 and HRMby Design The Centre Plan* was distributed to each Committee member.

Referring to the information binder, Ms. Corser and Mr. Fillmore reviewed the Committee mandate and process and responded to questions.

During the discussion, reference was made to Appendix A (Goals and Performance Measures) of the Regional Municipal Planning Strategy document. It was noted that there were a lot of performance measures in the Regional Plan but there has never been detailed analysis; and that in going forward, it was important to carry out the appropriate analysis.

Due to time constraints the remaining items were not dealt with.

6.2 Update on the RP+5 and Centre Plan Process and Progress to date.

6.3 Project Timeline

6.4 Establish Meeting Schedule for 2012

This item was dealt with earlier in the meeting. See page 3.

7. ADDED ITEMS: None

8. ADJOURNMENT

Prior to adjourning the meeting, the Chair advised that he had led team building exercises previously and found them to be very beneficial when working with a group on a matter such as this. He suggested that it may be something for staff to consider for this Committee.

Ms. Corser concurred, advising that it would be beneficial for everyone to have a refresher on matters such consensus based decision making and establishing ground rules, etc. She advised that staff would follow up with the Chair on this matter.

The meeting adjourned at 1:02 p.m.

Sheilagh Edmonds
Legislative Assistant