

**DESIGN REVIEW ADVISORY COMMITTEE  
MINUTES  
January 22, 2010**

PRESENT: Mr. Alan Parish, Chair  
Mr. William Hyde  
Mr. Cesar Saleh  
Mr. Jeff Pinhey  
Mr. Nick Pryce  
Ms. Suzanne Saul  
Mr. Terry Smith-Lamothe  
Mr. Roy McBride  
Ms. Sue Sirrs  
Ms. Angela Dean  
Ms. Anne Sinclair  
Mr. Ramzi Kawar

STAFF: Mr. Austin French, Manager, Planning Services  
Ms. Kelly Denty, Supervisor, Planning Applications  
Mr. Luc Ouellett, Planner  
Mr. Richard Harvey, Planner  
Mr. Andy Filmore, Urban Design Project Manager  
Ms. Karen Brown, Senior Solicitor, HRM  
Ms. Barbara Coleman, Legislative Assistant

GUEST: Ms. Dale Godsoe

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## **1. CALL TO ORDER**

The meeting was called to order at 12.00 p.m.

## **2. ROUNDTABLE INTRODUCTIONS**

Mr. Austin French, Manager, Planning Services, Western Division, welcomed the Committee Members. He thanked the members for their interest in the committee and acknowledged the high quality of applicants. Mr. French introduced the staff members attending and giving a brief description of their Committee roles.

A roundtable of introductions was made with each committee member explaining who they were, what they brought to the table and why they wanted to be a member.

Mr. Andy Filmore, Urban Design Project Manager, introduced Ms. Dale Godsoe, Chairman of the Urban Design Task Force.

Mr. Filmore responded to the question of why the length of the term is different for some of the members have one or two-year terms is, "staggering the terms offers continuity to the Committee".

## **3. REVIEW OF THE COMMITTEE'S ROLE AND RESPONSIBILITIES**

Mr. Filmore advised that the role of this Committee to review the Planning Applications for Downtown Halifax that will come before the Committee. He advised that the application must be approved by this Committee within 60 days with no recourse of an extension.

## **4. DISTRIBUTION OF BINDERS CONTAINING THE DOWNTOWN PLAN, BYLAW, DESIGN MANUAL AND BARRINGTON CONSERVATION GUIDELINES**

- Downtown Halifax Design Review Binders (distributed at meeting)

Mr. Filmore reviewed the different sections of the binder. He advised the Committee to become very familiar with their binder as it will be the guiding principles for reviewing applications.

A much more detailed discussion of the processes will be held at the next meeting at which time, staff will present process flow charts.

## **5. REVIEW OF THE HRM CONFLICT OF INTEREST POLICY**

Ms. Karen Brown, Senior Solicitor, HRM, reviewed the HRM Conflict of Interest Policy. She advised that the policy sets out very clearly the member's duties under this policy to declare a conflict of interest, whether it is indirect pecuniary interest or a deemed pecuniary interest. She further advised that the policy outlines provisions should the member fail to declare the conflict. She cited that under s.10 of the policy the forfeiture of office could be ordered, and fines of \$25,000 and/or imprisonment per application.

Ms. Brown advised that if there is doubt of a conflict, always err on the side of caution and declare a conflict.

## **6. ESTABLISHMENT OF A REGULAR MONTHLY DATE, TIME AND LOCATION.**

Due to the potential of frequent conflicts of interest and the limitation period of 60 days to approve the application, the quorum was set at four.

The Committee agreed to meet twice in February, Feb 11<sup>th</sup> and Feb 25<sup>th</sup>. Today's meeting and the next meeting is required to review the binder and the processes needed to carry out the work of the Committee.

The Committee was advised that the Clerk's office in correlation with staff and the Chair prepares the agenda packages and mail outs. Meetings are set through the Clerk's office.

It was also noted that all agendas and minutes are located on the HRM website: [www.halifax.ca/boardsandcommittees/designreviewadvisorycommittee](http://www.halifax.ca/boardsandcommittees/designreviewadvisorycommittee). Members discussed whether a record of precedents should be maintained. It was decided that applications would be determined on a case-by-case business.

It was suggested that members could meet at the sites prior to the meetings to examine the building(s) under the application review. Due to the timelines around the approval of the of the applications, it was further suggested that members could communicate through emails. Ms. Karen Brown advised that she would need to review case law to see if this method of communication would be appropriate.

The Committee agreed that proponents should be permitted to speak to their applications. More discussion is needed on the length of time each proponent should be allowed to present.

Public consultations meetings on upcoming applications are open to the public, and as members of the public, members of the committee can attend these meetings.

Further discussion on the role of the Committee when responding to interested parties of an application will be held at the next meeting.

## **7. ELECTION OF CHAIR AND VICE CHAIR**

Discussion ensued with the following motion being put on the floor.

**MOVED by Mr. William Hyde, seconded by Mr. Nick Pryce that Mr. Allan Parish be nominated for the Chair of the Design Review Committee.**

The Legislative Assistant called three times for nominations for the Chair.

### **MOTION PUT AND PASSED**

Mr. Parish assumed the Chair.

**MOVED by Mr. Terry Smith-Lamothe seconded by Mr. Nick Pryce that Mr. William Hyde be nominated for the Vice-Chair of the Design Review Committee.**

### **MOTION PUT AND PASSED**

## **8. ADJOURNMENT**

The meeting adjourned at 3:10 p.m.

Barbara Coleman  
Legislative Assistant