

**REGIONAL PLAN ADVISORY COMMITTEE
April 18, 2007
MINUTES**

PRESENT:

Councillor Brad Johns
Councillor Gloria McCluskey
Councillor David Hendsbee
Mr. Paul Pettipas
Mr. Fred Morley
Mr. Robert Batherson
Ms. Margo Grant

REGRETS:

Mr. Dan English, Chief Administrative Officer
Ms. Heather Bown

STAFF:

Mr. Roger Wells, A/Manager, Planning Services
Ms. Susan Corser, Senior Planner
Ms. Jennifer Weagle, Legislative Assistant

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1. **CALL TO ORDER**

Mr. Roger Wells called the meeting to order at 3:10 p.m. in the 6th Floor Boardroom, Alderney Gate, 40 Alderney Drive, Dartmouth.

The Committee agreed to defer the election of Chair and Vice Chair to the next meeting, and that Mr. Wells would act as Chair for this meeting.

2. **APPROVAL OF MINUTES** - None

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

Deferred:

11. Election of Chair and Vice-Chair (May 16, 2006)

The agenda was agreed upon as amended.

4. **BUSINESS ARISING FROM THE MINUTES** - None

5. **CONSIDERATION OF DEFERRED BUSINESS** - None

6. **CORRESPONDENCE, PETITIONS & DELEGATIONS**

6.1 **Correspondence** - None

6.2 **Petitions** - None

6.3 **Presentations** - None

7. **REPORTS** - None

8. **NEW BUSINESS**

8.1 **Orientation to the Regional Plan Advisory Committee**

- C Membership information for the Regional Plan Advisory Committee was before the Committee.

Mr. Wells welcomed members and briefly provided an overview of the Committee's role in relation to the Regional Plan.

Councillor Hendsbee arrived at 3:16 p.m.

Roundtable introductions of Committee members and staff were provided at this time.

8.1.1 Regional Plan Advisory Committee Terms of Reference

C A copy of the Terms of Reference for the Regional Plan Advisory Committee was before the Committee.

The Committee discussed Terms of Reference (TOR) and the composition of the Committee, noting the following:

- C The TOR sets out that membership include “HRM residents drawn from urban, suburban, and rural communities”; however all citizen appointments to the Committee are from urban areas of HRM;
- C Membership is lacking in rural and suburban representation;
- C The largest anticipated growth during the life of the Regional Plan is in suburban communities;
- C One membership position should be reserved for the development industry (which would currently be filled by Mr. Pettipas), and one position should be reserved for the economic development sector (which would currently be filled by Mr. Morley);
- C Applications from the environment sector and the Heart and Stroke Foundation be encouraged;
- C The appointment of “other bodies as determined by Council” as set out in the TOR is vague, and requires clarification; and
- C A smaller committee is more productive and workable.

Staff clarified that there were no rural applications submitted for the Committee. The Committee requested that the Legislative Assistant obtain copies of the applications for the review of the Committee.

MOVED by Mr. Robert Batherson, seconded by Mr. Paul Pettipas, that the Regional Plan Advisory Committee request that Regional Council approve the following amendments to the Terms of Reference, and refer these amendments back to the Membership Selection Committee for action:

- 1. Change the number of resident appointments from five (5) to seven (7), with an emphasis on rural or suburban members for the additional two (2) appointments;**

- 2. Strike “and other bodies as determined by Council” from section 4 of the Terms of Reference;**
- 3. Change the quorum requirement from five (5) to six (6) members (section 13 of the Terms of Reference);**

MOTION PUT AND PASSED.

The Committee discussed suitable meeting dates and times, agreeing to meet from 3:00 p.m. to 5:00 p.m. on the third Wednesday of each month. The Committee requested that staff compile a list of additional meetings that the Committee may attend for their information/resource (ie: Community Visioning meetings), and forward it to members via email.

The Committee further requested that summaries of large volumes of information be provided to them, when available. Staff clarified that they will work with the Chair to determine how much information comes forward to Committee members for review.

The Committee also requested that it be arranged for a staff member and the Chair of each Committee stemming from the Regional Plan present to the Regional Plan Advisory Committee at future meetings. It was noted that this will bring the different parts of the Regional Plan into focus for members, will promote the Regional Plan Advisory Committee, and will build relationships between the different Committees under the umbrella of the Regional Plan, as well as keep each other up to date on various initiatives.

It was noted that an important role of the Committee was omitted from the TOR, that being the role of the Committee in leading, reviewing and making amendments to the Regional Plan as necessary.

With the agreement of the mover and seconder, the following amendment to the original motion was placed:

- 4. Include after the third bullet of the Role of the Regional Plan Advisory Committee (section 3 of the Terms of Reference) “To lead, review, and make recommendation to Council on any proposed amendments to the Regional Plan.**

MOTION PUT AND PASSED.

The Committee discussed how to measure the performance of the committee and the implementation of the Regional Plan. Staff clarified that the Terms of Reference set out that

the Committee is required to submit an annual report card to Council, which will be due in September, and that performance measurements are set out in the Plan.

The Committee discussed meeting locations, noting that they prefer the location of this meeting, the 6th Floor Boardroom of Alderney Gate; however other suitable locations include the Fire Department boardroom and the Alderney Landing Library boardroom. Staff clarified that all meetings are open to the public, and a location adequate to accommodate a crowd should be chosen.

Councillor Hendsbee commented that a provision that the meetings shall follow the rules of order (Administrative Order #1) was also omitted from the Terms of Reference, which would regulate presentations, and set out process, as per the rules followed by Council. The Committee requested that the Legislative Assistant look into the Terms of Reference of other boards and committees for similar clauses.

The Committee discussed the positions of Chair and Vice-Chair, noting the following:

- C The Terms of Reference set out that the Chair and Vice-Chair shall be elected from its non-council or non-staff members, however Councillors are vice chairs of other HRM boards and committees;
- C This is a way of keeping the Committee unbiased by not having an elected official run the meeting;
- C Others could not see the justification in this reasoning and it was suggested that the Vice Chair position be left open to all members of the Committee, including Councillors.

With the agreement of the mover and seconder, the following amendment to the original motion was placed:

- 5. Change section 8 of the Terms of Reference to allow the option of a Councillor appointment to the position of Vice-Chair of the Committee.**

MOTION PUT AND PASSED.

The Committee requested that each member be provided with a binder to keep Committee information, for the next meeting.

The Committee reviewed the motions amending the terms of reference at this time, as follows:

MOVED by Mr. Robert Batherson, seconded by Mr. Paul Pettipas, that the Regional Plan Advisory Committee request that Regional Council approve the following

amendments to the Terms of Reference, and refer these amendments back to the Membership Selection Committee for action:

- 1. Change the number of resident appointments from five (5) to seven (7), with an emphasis on rural or suburban members for the additional two (2) appointments;**
- 2. Strike “and other bodies as determined by Council” from section 4 of the Terms of Reference;**
- 3. Change the quorum requirement (section 13 of the Terms of Reference) from five (5) to six (6);**
- 4. Include after the third bullet of the Role of the Regional Plan Advisory Committee (section 3 of the Terms of Reference) “To lead, review, and make recommendation to Council on any proposed amendments to the Regional Plan”;**
- 5. Change section 8 of the Terms of Reference to allow the option of a Councillor appointment to the position of Vice-Chair of the Committee.**

MOTION PUT AND PASSED.

Staff clarified that a report to Council will be brought forward for approval with these proposed amendments to the Terms of Reference. If Council chooses to approve the proposed amendments, then the additional two positions will be advertised and applications will be brought forward to the Membership Selection Committee for appointment.

MOVED by Councillor Johns, seconded by Robert Batherson, that staff prepare the report to Council with the proposed amendments to the Terms of Reference, and forward the report directly to Council without coming back for approval by the Committee. MOTION PUT AND PASSED.

The Committee requested that the Legislative Assistant revise the contact sheet provided to members to include the contact information for the Councillors, CAO, and staff.

The Committee agreed that the Chair, when chosen, or in the absence of the Chair, the Vice-Chair, will act on behalf of the Committee as spokesperson to Council and the media. It was clarified that this is also set out in the Terms of Reference.

8.2 Regional Plan Advisory Committee Work Plan

Staff will prepare a draft work plan for review and input by the Committee for the next meeting.

8.3 Overview of Regional Plan Initiatives/Status

This matter will be discussed at the next meeting.

8.4 Community Visioning Pilot Project - Presentation of Draft Visions (June 20, 2007)

- C A copy of a staff report to Council on the above noted dated August 30, 2006 was before the Committee.
- C A copy of an information report to Council on the above noted dated February 12, 2007 was before the Committee.

Staff circulated and reviewed a colour brochure regarding the Community Visioning Project with members. Staff briefly reviewed the reports before the Committee, noting the following:

- C The three pilot communities are Musquodoboit Harbour, Fall River and Bedford;
- C Each pilot community has a Community Liaison group with an HRM Community Developer;
- C The Community Liaison groups are very committed and meet weekly;
- C The groups recently completed community engagement workshops within their communities;
- C Each Community Liaison group is working on the draft vision for each pilot community, which will come before this Committee in June for review;
- C Action plans will also be presented to the Committee, which will identify the lead on each item requiring action (ie: HRM staff, Provincial government staff, volunteers, etc.);
- C Each group is developing a profile of their community, which will include the history of the community, demographics and statistics; and
- C Each group is also developing their own website.

9. ADDED ITEMS - None

10. DATE OF NEXT MEETING

The Legislative Assistant will forward an appointment for the next meeting date and the meeting schedule for the remainder of 2007 will be brought forward for approval at the next meeting.

11. ELECTION OF CHAIR AND VICE-CHAIR

This item was deferred during the approval of the order of business to the next meeting of the Regional Plan Advisory Committee.

12. ADJOURNMENT

There being no further business, the meeting adjourned at 5:02 p.m.

Jennifer Weagle
Legislative Assistant