

URBAN DESIGN TASK FORCE
MINUTES

October 08, 2008

- PRESENT: Ms. Dale Godsoe, Chair
Mr. Paul MacKinnon, Vice-Chair
Mr. Bernie Smith
Mr. Frank Palermo
Mr. Bill Hyde
Ms. Linda Garber
Mr. David Garrett
Mr. Stephen Terauds
Councillor Dawn Sloane
Councillor Mary Wile
- REGRETS: Ms. Adriane Abbott (resigned)
Ms. Cathy Carmody (with regrets)
Mr. Paul Shakotko (with regrets)
Councillor Jim Smith
Mr. Kevin Riles
Ms. Margot Young
Mr. Kendall Taylor
- STAFF: Mr. Andy Fillmore, Project Manager, Capital District
Ms. Jennifer Weagle, Planning Controller
Mr. Paul Dunphy, Director, Community Development
Ms. Kelly Denty, Supervisor, Planning Applications
Ms. Sandra T. Riley, Legislative Assistant

TABLE OF CONTENTS

1.	CALL TO ORDER	3
2.	APPROVAL OF MINUTES - June 04 and June 18, 2008	3
3.	APPROVAL OF THE ORDER OF BUSINESS AND APPROVAL OF ADDITIONS AND DELETIONS	3
4.	BUSINESS ARISING OUT OF THE MINUTES	3
5.	CONSIDERATION OF DEFERRED BUSINESS	3
6.	NEW BUSINESS	
6.1	September 24, 2008 Open House - update	4
6.2	Review of Project Schedule	4
6.3	Appeal Process under Site Plan Approval	4
6.4	Terms of Reference for Design Review Committee	4
6.5	LUB/Design Manual changes recommended by Architects' Review	5
7.	CORRESPONDENCE, PETITIONS AND DELEGATION	5
8.	ADDED ITEMS	6
9.	NEXT MEETING DATE - November 12, 2008	6
10.	ADJOURNMENT	6

1. **CALL TO ORDER**

Ms. Godsoe called the *information* meeting to order at 11:11 a. m. in the Media Room, City Hall.

Councillor Sloane arrived at 11:29 am giving the meeting quorum.

The Chair called the meeting to order at 11:29 a.m.

2. **APPROVAL OF MINUTES** - June 04 and June 18, 2008

MOVED BY Mr. Smith, seconded by Councillor Wile, that the minutes of June 04, 2008 be approved. as circulated. MOTION PUT AND PASSED.

MOVED BY Mr. Smith, seconded by Councillor Wile, that the minutes of June 18, 2008 be approved as circulated. MOTION PUT AND PASSED

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

Additions:

Correspondence re: Heritage Trust of Nova Scotia dated October 04, 2008.

Information Item:

1. Correspondence from Ms. Liz Chisholm, Chair of Nova Scotia Advisory Council on the Status of Women, dated September 30, 2008
2. Master of Planning Student - Dalhousie

MOVED BY Mr. Smith, seconded by Councillor Wile, that the order of business be approved, as amended. MOTION PUT AND PASSED.

4. **BUSINESS ARISING OUT OF THE MINUTES**

Ms. Godsoe advised that the Task Force should review the latest Business Magazine - Transportation issue, as it is relevant to the work they are doing.

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

6. NEW BUSINESS

6.1 September 24, 2008 Open House - update

Ms. Godsoe advised that there was a document circulated at the Open House and suggested that the Task Force should read the document entitled "Fact or Fiction?", which had been circulated for their review. She stated that the Open House was very well attended.

Mr. Fillmore advised that the overall conclusion was that the feeling was very positive and people are waiting to have the Plan approved and implementation begun.

6.2 Review of Project Schedule

Mr. Fillmore advised that the Public Review would be October 24, 2008. For the next round of comments back into the Plan; there will be another draft for the Task Force, the Regional Plan Advisory Committee and the Heritage Advisory Committee to review in November. In early December, Staff will be looking for motions from those three Committees (UDTF, RPAC, and HAC) on advancing the Final Draft Plan to Regional Council for the first reading in early January, 2009.

6.3 Appeal Process under Site Plan Approval

Mr. Fillmore clarified for the Urban Design Task Force what is proposed and what is called for under the Municipal Government Act, on the appeal process under Site Plan Approval. He also explained who can appeal and how they define what an aggrieved party is. A discussion ensued with further clarification on all aspects of the Site Plan Approval process.

The meeting recessed at 12:15 p.m.

The meeting reconvened at 12:24 pm.

6.4 Terms of Reference for Design Review Committee

Mr. Palermo retired from the meeting at 12:50 pm causing loss of quorum.

A draft document for the Terms of Reference for the Design Review Committee, dated October 08, 2008, was circulated to the Task Force. A discussion ensued with focus on the purpose, background, and the role of the proposed Design Review Committee. Under the draft Terms of Reference, the Task Force discussed the following topics:

1. Membership: The length of the term for membership as well as who the Committee

will be comprised of. All membership appointments shall be made by Regional Council

2. Honouraria: Discussion of member compensation for expenses incurred for attending meetings
3. Membership Selection Criteria: The criteria upon which Regional Council will appoint members was outlined and discussed by the Task Force
4. Chair and Vice-Chair: The selection process for chair and vice-chair was clarified, as well as the responsibility of the positions in order to carry out the Committee's responsibilities
5. Decisions: This item discussed quorum and the three decisions that the Design Review Committee will be empowered to return (Approval, Approval with conditions, Rejection).
6. Meetings: A regular meeting schedule will be determined at the start-up meeting for the Committee. Additional means of communication may be necessary to conduct the business of the group
7. Resources: Discussion of the assistance that the Halifax Regional Municipality will supply to the Design Review Committee.

It was suggested that there be a definition given of what constitutes a 'conflict of interest'. This issue will be further addressed in the next meeting of the UDTF on November 12, 2008.

It was suggested that the Design Review Committee should have a larger membership than what is proposed in the 'draft'.

6.5 LUB/Design Manual changes recommended by Architects' Review

No quorum at this point.

7. CORRESPONDENCE PETITIONS AND DELEGATIONS

7.1 HRMbyDesign - Letters of Support

Letters of Support were distributed to the Task Force for their review.

8. ADDED ITEMS

Information Item:

1. Correspondence from Ms. Liz Chisholm, Chair of Nova Scotia Advisory Council on the Status of Women, dated September 30, 2008
2. Correspondence - Master of Planning Student, School of Planning - Dalhousie University.

9. NEXT MEETING DATE

There will be a Urban Design Task Force meeting on November 12, 2008 from 11:00 am to 2:00 pm in Halifax Hall, City Hall.

10. ADJOURNMENT

The meeting was adjourned at 1:46p.m.

Sandra T. Riley
Legislative Assistant