

February 19, 2013- Revised Map #2



P.O. Box 1749
Halifax, Nova Scotia
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Item No. 11.1.3
Halifax Regional Council
February 19, 2013

TO: Mayor Savage and Members of Halifax Regional Council

Original Signed by

SUBMITTED BY:

Mike Labrecque, Acting Chief Administrative Officer

Original Signed by Director

Brad Anguish, Director of Community & Recreation Services

DATE: February 8, 2013

SUBJECT: Planning Advisory Committees

ORIGIN

October 9, 2012 - Approval of Administrative Order 57 which dissolved the former Community Councils and allowed the existing Planning Advisory Committees to continue and to report to Halifax Regional Council.

November 27, 2012 - Approval of Administrative Order Number 48 which created the new Community Councils and delegated the same powers previously delegated to the former Community Councils, with the exception of the power to create Planning Advisory Committees. The power to create Planning Advisory Committees was retained by Regional Council.

November 27, 2012 - Approval of amended Administrative Order Number 57 which transferred the reporting requirements for Planning Advisory Committees from Regional Council to Community Council; and direction to staff to complete the analysis of the current advisory and planning advisory committee structure and recommend changes and options to Regional Council for review by February 19, 2013.

February 12, 2013 – Notice of motion to amend Administrative Order Number 48 to grant to each Community Council the power to create no more than two Planning Advisory Committees and that the terms of Reference for any Planning Advisory Committee be in a standardized form.

LEGISLATIVE AUTHORITY

Subsection 2 of Section 30 of the *Halifax Regional Municipality Charter*.

RECOMMENDATIONS:

It is recommended that Halifax Regional Council:

- (1) Amend Administrative Order Number 48 Respecting the Creation of Community Councils to: (a) delegate the authority to Community Councils to create Planning Advisory Committees; (b) limit the number of planning advisory committees to no more than two for each Community Council; and (c) adopt a standard Terms of Reference, as set out in Appendix B attached hereto, effective Tuesday, February 19, 2013;
- (2) Direct staff to consult Planning Advisory Committees and receive their recommendations earlier in the development review process;
- (3) Amend the boundaries of the North West Planning Advisory Committee as shown on Map 2 to align with the jurisdiction of the North West Community Council;
- (4) Dissolve the District 12 Planning Advisory Committee and thank the members for their dedicated public service;
- (5) Direct staff to initiate the processes necessary to amend all planning documents affected by recommendations 1 through 4; and
- (6) Direct staff to continue to monitor the effectiveness and efficiency of all Planning Advisory Committees and report to the respective Community Council whenever concerns arise.

BACKGROUND

On November 27, 2012, Regional Council approved Administrative Order Number 48 which created the new Community Councils and delegated the powers previously delegated to the former Community Councils, with the exception of the power to create Planning Advisory Committees.

An amendment to Administrative Order Number 57 was also approved by Regional Council on November 27, 2012, which transferred the reporting requirements of Planning Advisory Committees to the Community Council covering the respective area. Staff was directed to complete its analysis of the current planning advisory committee structure and recommend changes and options to Regional Council for review by February 19, 2013.

Community Councils, once established, are vested with certain powers by the *HRM Charter* including establishing advisory committees. This statutory power does not apply to planning advisory committees without a specific delegation from Regional Council in the Administrative Order creating the Community Councils. Past Administrative Orders have specifically delegated such authority to the Community Councils.

Three Planning Advisory Committees are now in existence:

- North West Planning Advisory Committee which reports to North West Community Council;
- St. Margaret's Bay Coastal Planning Advisory Committee which reports to North West Community Council; and
- District 12 Planning Advisory Committee which reports to the Halifax and West Community Council.

Recent Development Study

The Urban Development Institute (UDI) of Nova Scotia engaged the Atlantic Provinces Economic Council (APEC) to provide an economic and fiscal impact study of private development construction (including redevelopment) in the HRM and Nova Scotia over the period 2006 to 2010. The study is dated December 2011. Some of the study's conclusions and recommendations pertaining to HRM follow:

- Over the period of 2006 to 2010, HRM's private development construction created a total economic impact, including spin-offs, of \$655M in GDP, as well as \$478M in labour income and 10,131 FTE jobs.
- Municipal taxes and fees from private development construction contribute a significant portion of the tax base, at an estimated \$68M annually for the period 2006-10, providing approximately 10% of HRM's tax revenues.
- Given the importance of urban development in the HRM to the provincial economy, it is particularly important the province's largest municipality takes steps to improve its development review processes.¹

Recent decisions by Regional Council to reduce the number of Community Councils from 6 to 3 and to reduce the number of Watershed Advisory Boards from 3 to 1 are early proof that HRM is committed to streamlining governance of the development review process. This report explores the potential to further streamline governance as it pertains to Planning Advisory Committees.

DISCUSSION

Planning Advisory Committees (PAC) were established by former Community Councils to primarily provide advice on planning matters, particularly with respect to planning applications for rezonings, land use by-law amendments, development agreement applications and municipal planning strategy amendments. Given the significant importance of streamlining HRM's development review process to optimize HRM's economic development, and given Regional Council's most recent emphasis on reducing red tape, staff undertook a quick informal review of the effectiveness and efficiency of Planning Advisory Committees.

¹ Economic & Fiscal Impact, Private Development Construction, Halifax Regional Municipality & Nova Scotia – Urban Development Institute of Nova Scotia, December 2011.

Review Process

Regarding effectiveness, staff reviewed a significant number of PAC reports and recommendations over the past several years. Overall, staff feel the majority of recommendations were helpful in improving the final development outcomes; however, staff recommend that, should PAC's continue to provide public input on applications, they should be engaged earlier in the review process. This would allow their input to be able to be considered and addressed through the course of the application rather than after the staff recommendation and report has been finalized and the application is being advanced for Community Council's consideration. Industry representatives echo this concern as the PAC's relatively late consideration of their applications represents significant uncertainty to the development review process. Further, this change in process would enable PAC's recommendations more time for consideration and potential adoption by the Applicant(s).

Regarding efficiency, staff has determined that the average municipal costs associated with a PAC are approximately \$12K/year per PAC. These costs can rise dramatically if the PAC requests significant rework of an application. In terms of processing time and schedule, on average, PAC's add one month to the development review process. In the case of Development Agreements, staff strives toward a turnaround time of 8 months. PAC's consume approximately 12% of the schedule if the process runs smoothly. Should the PAC require rework of an application, this could potentially add another 2-4 months to the schedule or more. While staff, Committee members and Council collectively work hard to streamline the schedule for PAC and Community Council meetings, inevitable problems with quorum can also significantly extend the approval process timeline. It is the timeline uncertainty that can cause significant negative financial impacts to Applicants who, in turn, typically pass these costs onto consumers, thus impacting affordability. Examples of negative financial impacts include:

- Carrying costs adding to projects due to timelines that have the potential to be compressed
- Opportunity costs that are factored into projects as a result of a lack of predictability (mark-up for risks)
- Duplication of qualified engineers/experts reviewing, approving or inspecting processes (these costs are passed along to the end user through both HRM and the developer)
- Costs added by missing critical dates that create extended delays due to our climate (e.g. processes creating delays that prevent the installation of asphalt prior to the closure of asphalt plant)
- Additional human resources that need to be employed to manage unnecessary or inefficient processes (these costs are passed along to the end user through both HRM and the developer)

Citizen Engagement

Based on recent feedback from Council/Councillors, it would appear to staff that the primary reason for creating PACs is to improve citizen engagement.

The *HRM Charter* states that the purpose of a PAC is to advise respecting the preparation or amendment of planning documents and respecting planning matters generally. A PAC cannot advise regarding anything else and Council cannot formally get advice on planning matters from any other committee. Historically, PACs were formed as a means of ensuring public input on planning matters, particularly those that related to broad, community planning initiatives such as the adoption of review of municipal planning strategies and land use by-laws. PACs have taken many forms over the years as dedicated public participation committees for certain planning initiatives including the Regional Plan (Regional Planning Advisory Committee), HRMbyDesign (Urban Design Task Force), and Regional Plan review RP+5 (Community Design Advisory Committee).

It is important to note that planning advisory committees are but only one form of community engagement, and while engagement is fundamental to local representative democracy, it can take many forms to ensure a meaningful and effective exchange between government and its residents. Traditional engagement techniques, such as the use of advisory committees, are the methods by which HRM has typically relied on to engage the public, however, there are a number of emerging techniques which may offer some alternatives to traditional methods.

PACs are often faced with complex issues; their understanding of mandate and their adherence to timelines is essential. Ensuring the advisory committees feel supported as volunteers and that they are effective in achieving their mandate is therefore critical. To help the committees build capacity and develop the skills and confidence necessary to act in an advisory role, training in facilitation, leadership, and board development should be provided. To be effective, PACs require a clear understanding of purpose, decision making scope and effective group dynamics. To assist with this effort, staff are recommending that Regional Council adopt a standard Terms of Reference for Planning Advisory Committees.

Research on volunteering has established that a reluctance to commit to a long-term volunteer assignment is prevalent. Many organizations, including HRM, are experiencing difficulties with volunteer recruitment and retention. Increasingly, volunteers want short-term assignments performed on a one-time-only basis, a specific project, or an event that reoccurs annually. Episodic volunteering is an individualized approach to volunteering as residents demand greater freedom of choice and assignments with tangible outcomes.² The impact of a shrinking volunteer base could become a challenge for the PACs where a longer-term volunteer commitment is required.

Conclusions

Based on the findings above, staff have concluded that there is no evidence to suggest that PAC's, on average, are ineffective or inefficient to the point where staff would recommend against continuing PAC's as part of Community Council's development review process. However, the fact remains that PAC's do add time to the process, have associated costs, and can create significant uncertainty for the development industry. It is for this reason that staff is

² Research on the practices of other cities included Waterloo, Ottawa, and Point St. Claire, and several large institutions in HRM - Halifax Regional School Board, QEII Health Sciences Centre, United Way, Sport Nova Scotia, Halifax Regional Library, ISIS, Military Family Resource Centre, YMCA

urging Community Councils to only create PAC's when they feel they are absolutely necessary to improving planning and development outcomes in their respective region. Staff is recommending that Regional Council limit the number of planning advisory committees to no more than two for each Community Council and further, that Regional Council direct staff to continue to monitor the effectiveness and efficiency of PAC's as part of the development review process. The limit of two PAC's recognizes that North West Community Council already has two PAC's in existence and that each of the Community Council regions is now significantly larger than prior to the election.

Given that the number of PAC's in HRM could expand to as many as six, and to help ensure predictability in the scope and responsibilities of a PAC relative to the provisions mandated by the *HRM Charter*, staff recommend that a standard Terms of Reference for such committees be adopted by Regional Council, and be included as a schedule in Administrative Order 48 (Schedule 3 to Attachment 1). This will ensure that any PAC established by a Community Council will function for a prescribed purpose and within a defined process. The proposed standard Terms of Reference have been modeled from the current North West PAC Terms of Reference that have proven to work well. Should Council approve the standard Terms of Reference as part of Administrative Order Number 48, staff will make necessary amendments to existing PAC Terms of Reference and forward them to the appropriate Community Council for adoption.

District 12 Planning Advisory Committee

The District 12 Planning Advisory Committee was established by the former Peninsula Community Council to provide planning advice on planning matters within the former Polling District 12 (now portions of Polling Districts 7 and 8).

This Committee only held one meeting in 2012 and two meetings in 2011. The Committee has not been meeting regularly due to a lack of agenda items. This is largely due in part to the approval of the Downtown Halifax Secondary Municipal Planning Strategy and Land Use By-law (more commonly known as HRMbyDesign). Amendments to the planning documents for this area are now reviewed by the Design Review Committee. As well, developments in this area are now considered through a site plan approval process and building design is reviewed by the Design Review Committee. Appeals of substantial site plan approvals are heard by Halifax Regional Council.

Given that District 12 no longer exists, and given that the District 12 PAC has been largely inactive, it is recommended that Regional Council dissolve the District 12 PAC such that Halifax and West Community Council can consider whether they wish to establish new PAC's within their region of responsibility.

North West Planning Advisory Committee

The boundary of the North West Planning Advisory Committee, for the most part, falls within the jurisdiction of North West Community Council. A small portion of the area covered by this Committee falls within the jurisdiction of Halifax and West Community Council (Map 2). Staff

recommend that Regional Council direct staff to amend the boundaries of the North West PAC, as shown on Map 2, to align with the jurisdiction of the North West Community Council. This action will create a more efficient administrative alignment and will be more easily understood by the public.

Amendments to Planning Documents

Many of the municipal planning strategies include implementation policies relative to the role of a planning advisory committee. In many instances, a planning advisory committee does not exist for areas covered by these plan areas. Inconsistent planning regulations and documentation can create future liability for HRM; therefore, it is recommended that Council direct staff to initiate the processes necessary to amend all planning documents affected by the recommendations in this report.

FINANCIAL IMPLICATIONS

The recommendations in this report provide the ability for Community Councils to create up to four more Planning Advisory Committees in HRM. Each Planning Advisory Committee has associated staff and meeting administration costs of approximately \$12K/year. The potential cost of any additional committees can be managed within existing budgets.

COMMUNITY ENGAGEMENT

Informal consultations were undertaken with industry.

ENVIRONMENTAL IMPLICATIONS

None identified.

ALTERNATIVES

- (1) Regional Council could choose not to have Planning Advisory Committees; thus dissolving the existing planning advisory committees, and not delegating the authority to create planning advisory committees to Community Councils. The power to create PACs would remain with Regional Council. This alternative would shorten the development approval process timeline by approximately one month on average and reduce business risk and uncertainty for industry.
- (2) Regional Council could choose to delegate the authority to create planning advisory committees to Community Councils, and limit the number of planning advisory committees to no more than one for each Community Council. This alternative would require Regional Council to either consolidate the existing North West PAC and the St. Margaret's Bay Coastal PAC into one PAC or to grant special consideration for North West Community Council thereby creating inequity with other Community Councils.

- (3) Council could choose not to adopt a standard Terms of Reference for PAC's. This alternative is not recommended for the reasons provided in this report.
- (4) Council could choose to embed Watershed Advisory Board representation within each PAC, thus removing the need for a Regional Watershed Advisory Board. This alternative was raised by Regional Council at its meeting on November 27, 2012.

Staff believe this alternative has significant merit in further streamlining governance of the development review process. However, whereby Regional Council has only recently directed staff to establish one Regional Watershed Advisory Board and whereby transition is just getting underway, staff recommend reviewing this alternative after approximately one year of experience within the new Community Council governance structure.

- (5) Regional Council could choose not to amend the boundary of the North West Planning Advisory Committee. This is not recommended for the reasons provided in this report.
- (6) Regional Council could defer decision and direct staff to explore alternative forms of community engagement as a potential alternative to PAC's.

ATTACHMENTS

Appendix A – Proposed changes to Administrative Order Number 48 Respecting the Creation of Community Councils

Appendix B- Amending Administrative Order Number 48

Map 1 – District 12 PAC with 2012 Districts and Exclusion Area

Map 2 - North West PAC and Exclusion Area Revised

A copy of this report can be obtained online at <http://www.halifax.ca/council/agendasc/cagenda.html> then choose the appropriate meeting date, or by contacting the Office of the Municipal Clerk at 490-4210, or Fax 490-4208.

Report Approved by:

Jane Fraser, Director of Planning & Infrastructure, 490-7166

Report Approved by:

Cathy Mellett, Municipal Clerk, 490-6456

Report Approved by:

Marian Tyson, Acting Director, Legal, Insurance and Risk Management Services, 490-4219

Financial Approval by:

Greg Keefe, Director of Finance & Information Technology/CFO, 490-6308

Appendix A (showing proposed changes)

**HALIFAX REGIONAL MUNICIPALITY
ADMINISTRATIVE ORDER NUMBER 48
RESPECTING THE CREATION OF
COMMUNITY COUNCILS**

BE IT RESOLVED AS AN ADMINISTRATIVE ORDER of the Council of the Halifax Regional Municipality as follows:

Short Title

1. This Administrative Order may be cited as Administrative Order Number 48, the Community Council Administrative Order.

Community Councils

2. There is hereby established the following Community Councils:

(a) the North West Community Council for the area of the Halifax Regional Municipality that on the 6th day of November 2012 is included in:

- i) polling district 1, Waverley - Fall River - Musquodoboit Valley;
- ii) polling district 13, Hammonds Plains - St. Margarets;
- iii) polling district 14, Middle Upper/Sackville - Beaver Bank - Lucasville;
- iv) polling district 15, Lower Sackville; and
- v) polling district 16, Bedford – Wentworth.

(b) the Harbour East-Marine Drive Community Council for the area of the Halifax Regional Municipality that on the 6th day of November 2012 is included in:

- i) polling district 2, Preston - Chezzetcook - Eastern Shore;
- ii) polling district 3, Dartmouth South - Eastern Passage;
- iii) polling district 4, Cole Harbour – Westphal;
- iv) polling district 5, Dartmouth Centre; and
- v) polling district 6, Harbourview - Burnside - Dartmouth East.

(c) the Halifax and West Community Council for the area of the Halifax Regional Municipality that on the 6th day of November 2012 is included in:

- i) polling district 7, Peninsula South – Downtown;

- ii) polling district 8, Peninsula North;
- iii) polling district 9, Armdale - Peninsula West;
- iv) polling district 10, Halifax – Bedford Basin West;
- v) polling district 11, Spryfield – Sambro Loop - Prospect Road; and
- vi) polling district 12, Timberlea - Beechville - Clayton Park West

with the exception of the shaded area of the Halifax Regional Municipality as shown on Schedule 1.

Powers

3. (1) Subject to subsection ~~(2)~~ (3) of this section, sections 29, 30 and 31 of the *Halifax Regional Municipality Charter* apply to each Community Council.

(2) ~~Subsection (2) of section 30 of the *Halifax Regional Municipality Charter* does not apply to a Community Council.~~ **Repealed.**

(3) A Community Council shall create no more than two planning advisory committees.

(4) If a Community Council creates a planning advisory committee, the terms of reference for the planning advisory committee shall be as set out in Schedule 3 of this Administrative Order.

(5) Nothing in this section prevents a Community Council from:

(a) limiting or adding to the duties of a planning advisory committee from those duties prescribed by section 4 of Schedule 3 of this Administrative Order; or

(b) specifying the number of community citizens that must be appointed to a planning advisory committee from a specified District or portion of a District.

Financial Consequences

4. A Community Council shall not pass any resolution or make any decision which could potentially result in financial consequences for the Municipality which are contrary to those which would result from a previous decision of the Regional Council, unless and until the financial consequences are presented to the Regional Council and approved by it.

Policies and Procedures

5. Except as provided for in Schedule “2” of this Administrative Order, the Procedure of Council Administrative Order (Administrative Order One), shall apply *mutatis mutandis* to meetings of a Community Council.

Effective Date

6. This Administrative Order comes into force December 3, 2012.

SCHEDULE 2:

RULES GOVERNING PROCEDURES FOR COMMUNITY COUNCILS

Definitions:

1. In this policy,
 - a) "Chair" means the Chair of a Community Council;
 - b) "Community Council" means a Council of a Community created by this Administrative Order;
 - c) "Member" means a Member of a Community Council; and
 - d) "Secretary" means the Secretary of a Community Council appointed by the Chief Administrative Office pursuant to section 28 of the *Halifax Regional Municipality Charter*.

Rules

2. Any one or more or all of the rules and regulations contained herein may be suspended by the affirmative vote of two-thirds of the Members present and voting.

Chair

3. (1) A Community Council shall annually elect a Chair from among its Members in accordance with the requirements of the *Halifax Regional Municipality Charter*.
 - (2) A Chair shall be elected at the first meeting of a Community Council after the Members are elected and annually in December thereafter.
 - (3) The Chair shall preside at all meetings of the Community Council.
 - (4) In the absence of the Chair, the Secretary shall call the meeting to order until a Chair is chosen from among the Members, who shall then preside over the meeting or until the arrival of the Chair.

Meetings

4. (1) Subject to the subsections of this section, there shall be ten (10) regular meetings of a Community Council in each year.
 - (2) Additional meetings, as required, may be scheduled in accordance with Administrative Order One, the Procedure of Council Administrative Order, and the *Halifax Regional Municipality Charter*.

(3) A Community Council shall set, by resolution, the weekday and week of the month when regular meetings are held.

(4) There shall be no regular meetings of a Community Council during the months of July and August unless the Community Council, by resolution, establishes a summer meeting schedule.

(5) If the set weekday of the month for a regular meeting falls on a holiday, that regular meeting shall not be held but may, by resolution, be rescheduled by the Community Council.

(6) Upon the written request signed by a majority of the Members, the Clerk shall call a special meeting of the Community Council for the purpose and at the time mentioned in the request.

(7) When calling a special meeting pursuant to subsection (5), the Clerk shall give at least three days public notice of the meeting.

(8) The Chair, upon the request of the majority of the Members, may cancel a regular meeting of the Community Council for lack of business or other valid reason.

(9) The meetings of a Community Council shall commence at 6:00 o'clock in the afternoon or such other time as designated by motion of the Community Council.

(10) The Community Council may, by resolution, establish a schedule of meeting sites.

Quorum

5. A majority of the Members, including the Chair, shall constitute a quorum.

Procedure

6. Section 25 of Administrative Order One, the Procedure of Council Administrative Order, shall not apply to a Community Council and in its stead the Order of Proceedings of the Community Council shall be:

- a) call to order;
- b) minutes of the previous meeting, including corrections of errors and omissions;
- c) approval of the listed order of business and approval of additions thereto and deletions therefrom;
- d) business arising out of the minutes;
- e) motions of reconsideration;
- f) motions of rescission;
- g) consideration of deferred business;

- h) public hearings;
- i) correspondence, petitions and delegations;
- j) reports from:
 - i) staff;
 - ii) standing committees of Regional Council;
 - iii) other committees; and
 - iv) Members;
- k) motions;
- l) added items;
- m) notices of motion;
- n) public participation;
- o) next meeting date; and
- p) adjournment.

Minutes

7. (1) If necessary, the Secretary may appoint a recording secretary to assist the Secretary in taking the minutes of each session of the Community Council.

(2) The minutes of each regular scheduled session will be circulated to each Member preceding the next regular session of the Community Council, at which time the minutes, by resolution, will be approved.

(3) Once approved, the minutes will be available for public distribution.

Public Participation

8. (1) Regular scheduled meetings of the Community Council will include, at the end of its agenda, the opportunity for public participation.

(2) During public participation, all questions are to be directed through the Chair with the speaker providing his or her name and address.

(3) During public participation, each person may speak for a maximum of five (5) minutes.

Public Hearings

9. Public Hearings will be held as required.

Presentations to Community Councils

10. (1) Interest groups or delegations wishing to make a presentation are required to advise the Secretary two (2) weeks prior to the date of the meeting at which they would like to present.

(2) The delegation shall be placed on a Community Council agenda only if the presentation is in reference to an item of business before the Community Council or any matter within the jurisdiction of the Community Council.

(3) For disposition of requests regarding presentations Community Councils shall use the considerations found in section 32 of Administrative Order No. 1 – Delegations, except as revised above.

SCHEDULE 3

TERMS OF REFERENCE

PLANNING ADVISORY COMMITTEE

Serving Polling Districts _____, _____ and ____ (and the portion of Districts ____ and ____ (map attached)) incorporated into the _____ Community Council.

1. Membership

- Up to 2 Community Council Members
- Up to 8 community citizens

2. Appointment

- Term of Appointment
 - Councillor: 1 year
 - Residents: 2 years
- Appointments shall be made by the Community Council.
- The Committee shall annually elect from its non-council members a Chair and Vice-Chair.

3. Re-appointment of Members

- Citizen members may be appointed for a maximum of two (2) consecutive terms.
- Citizen members may be appointed for more than two (2) consecutive terms when there are no other interested and qualified candidates.

4. Legislated Duties

- To advise the Community Council with respect to the preparation or amendment of planning documents within or affecting (all or portions of) Polling Districts ____, ____ and ____ incorporated into the Community Council. The term “planning documents” shall be as defined in clause m of section 209 of the *Halifax Regional Municipality Charter*.
- To advise the Community Council with respect to planning matters generally within or affecting (all or portions of) Polling Districts _____, _____, and _____ incorporated into

the Community Council. The term “planning matters” means any discretionary decision of Community Council related to the use and development of land.

- Hold public meetings associated with municipal planning strategy amendments as deemed necessary.

5. Additional Duties

- As may be directed by Community Council.

6. Meetings

- The Planning Advisory Committee shall meet at least once per month or as required to conduct business of the Committee. Additional meetings may be scheduled at the discretion of the Chair in consultation with staff.
- The quorum for regular meetings shall be in accordance with Section 74 of Administrative Order One, the Procedure of Council Administrative Order, Quorum of Committee.
- Any member of the Committee who fails to attend three (3) consecutive meetings, without having been excused by the Committee shall vacate the member`s seat in accordance with subsection 3 of section 68 of Administrative Order One, the Procedure of Council Administrative Order, and subsection 1 of section 22 of the *Halifax Regional Municipality Charter*.
- All Planning Advisory Committee meetings shall be open to the public, or as allowed under Part VII Section 218 (1) of the *Halifax Regional Municipality Charter*.

7. Procedure

Meeting procedures shall be governed by the HRM Administrative Order One, the Procedure of Council Administrative Order, as it relates to Committee Procedures.

8. Remuneration

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

9. Resignation

A member may resign from the Committee at any time in accordance with Section 68 of Administrative Order One, the Procedure of Council Administrative Order, Vacating of Position on Committee.

Appendix B (amending AO 48)

**HALIFAX REGIONAL MUNICIPALITY
ADMINISTRATIVE ORDER NUMBER 48
RESPECTING THE CREATION OF
COMMUNITY COUNCILS**

BE IT RESOLVED THAT ADMINISTRATIVE ORDER 48 of the Council of the Halifax Regional Municipality is amended as follows:

1. Subsection 1 of section 3 is amended by:
 - (a) striking out the numerical reference “(2)” after the word “subsection” and before the word “of”; and
 - (b) adding the numerical reference “(3)” after the word “subsection” and before the word “of”.

2. Subsection 2 of section 3 is repealed.

3. Subsections 3 and 4 of section 2 are added after the repealed subsection (2) and before section 4 as follows:
 - (3) A Community Council shall create no more than two planning advisory committees.

 - (4) If a Community Council creates a planning advisory committee, the terms of reference for the planning advisory committee shall be as set out in Schedule 3 of this Administrative Order.

 - (5) Nothing in this section prevents a Community Council from:
 - (a) limiting or adding to the duties of a planning advisory committee from those duties prescribed by section 4 of Schedule 3 of this Administrative Order; or

 - (b) specifying the number of community citizens that must be appointed to a planning advisory committee from a specified District or portion of a District.

4. Schedule 3, Terms of Reference for Planning Advisory Committee, is added after Schedule 2, as follows:

SCHEDULE 3

TERMS OF REFERENCE

PLANNING ADVISORY COMMITTEE

Serving Polling Districts _____, _____ and ____ (and the portion of Districts _____ and _____ (map attached)) incorporated into the _____ Community Council.

1. Membership

- Up to 2 Community Council Members
- Up to 8 community citizens

2. Appointment

- Term of Appointment
 - Councillor: 1 year
 - Residents: 2 years
- Appointments shall be made by the Community Council.
- The Committee shall annually elect from its non-council members a Chair and Vice-Chair.

3. Re-appointment of Members

- Citizen members may be appointed for a maximum of two (2) consecutive terms.
- Citizen members may be appointed for more than two (2) consecutive terms when there are no other interested and qualified candidates.

4. Legislated Duties

- To advise the Community Council with respect to the preparation or amendment of planning documents within or affecting (all or portions of) Polling Districts _____, _____ and _____ incorporated into the Community Council. The term “planning documents” shall be as defined in clause m of section 209 of the *Halifax Regional Municipality Charter*.

- To advise the Community Council with respect to planning matters generally within or affecting (all or portions of) Polling Districts ____, ____, and ____ incorporated into the Community Council. The term “planning matters” means any discretionary decision of Community Council related to the use and development of land.
- Hold public meetings associated with municipal planning strategy amendments as deemed necessary.

5. **Additional Duties**

- As may be directed by Community Council.

6. **Meetings**

- The Planning Advisory Committee shall meet at least once per month or as required to conduct business of the Committee. Additional meetings may be scheduled at the discretion of the Chair in consultation with staff.
- The quorum for regular meetings shall be in accordance with Section 74 of Administrative Order One, the Procedure of Council Administrative Order, Quorum of Committee.
- Any member of the Committee who fails to attend three (3) consecutive meetings, without having been excused by the Committee shall vacate the member`s seat in accordance with subsection 3 of section 68 of Administrative Order One and subsection 1 of section 22 of the *Halifax Regional Municipality Charter*.
- All Planning Advisory Committee meetings shall be open to the public, or as allowed under Part VII Section 218 (1) of the *Halifax Regional Municipality Charter*.

7. **Procedure**

Meeting procedures shall be governed by the HRM Administrative Order One, the Procedure of Council Administrative Order, as it relates to Committee Procedures.

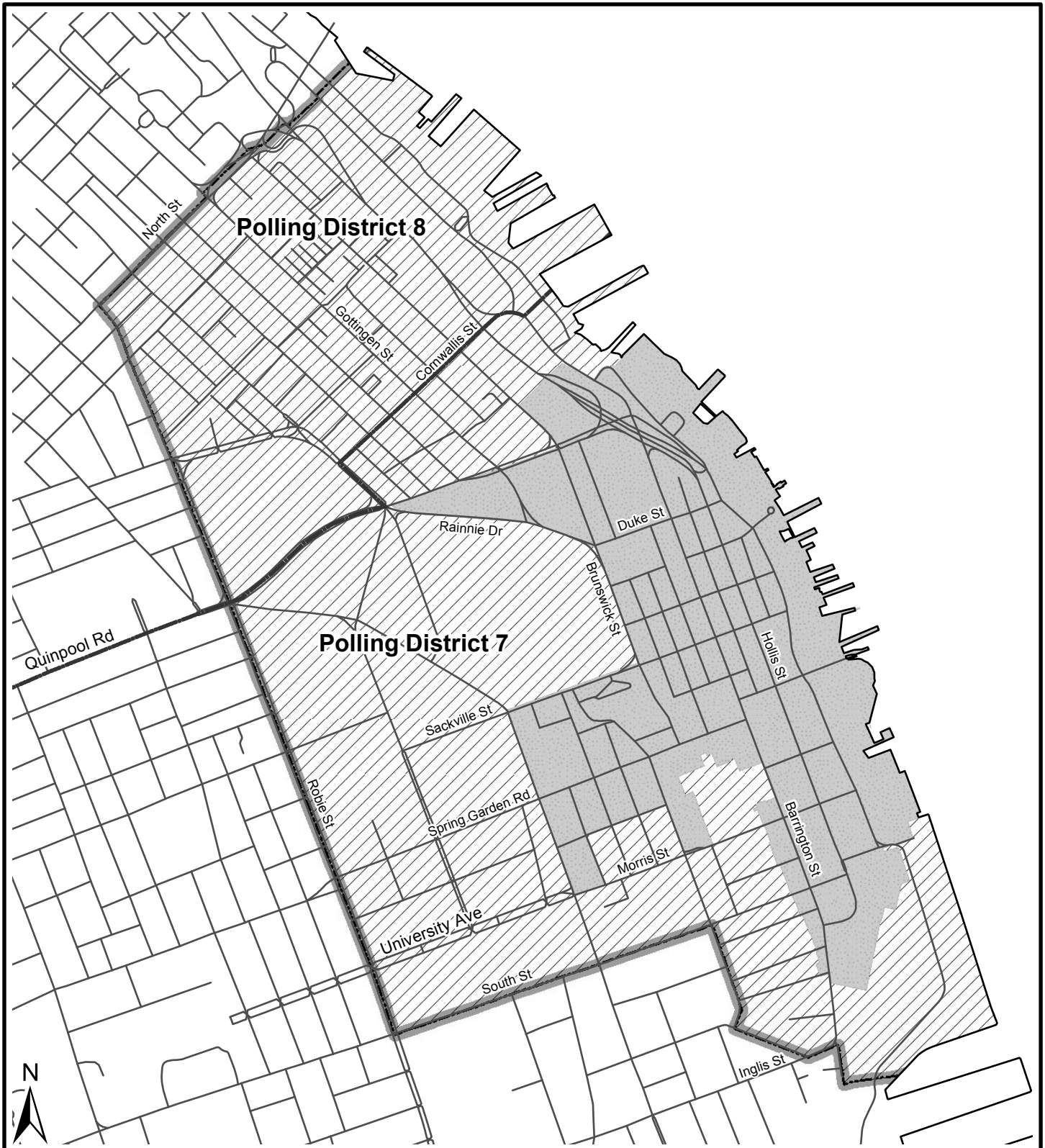
8. **Remuneration**

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

9. Resignation

A member may resign from the Committee at any time in accordance with Section 68 of Administrative Order One, the Procedure of Council Administrative Order, Vacating of Position on Committee.

MAP 1

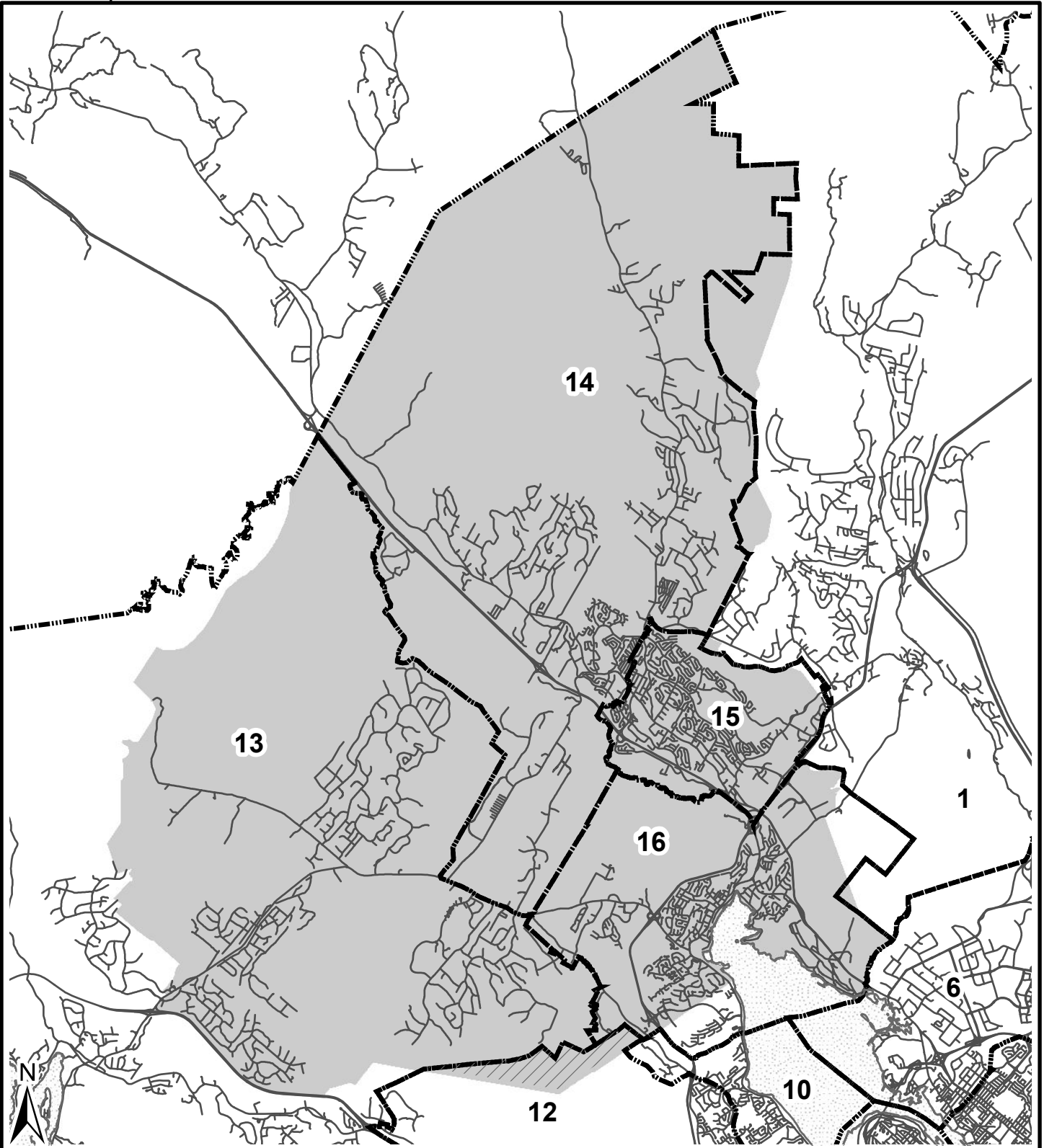


District 12 PAC with 2012 Districts and Exclusion Area

- Downtown Halifax Plan Area
(Excluded from the Halifax & West CC)
- 2012 District Boundary Lines
- District 12 (Prior to 2012 Election)





HRM does not guarantee the accuracy of any representation on this plan.

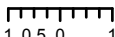


North West PAC and Exclusion Area



-  North West PAC
-  Proposed Exclusion Area

 2012 District Boundary Lines

 1 0.5 0 1 Kilometers

HRM does not guarantee the accuracy of any representation on this plan.