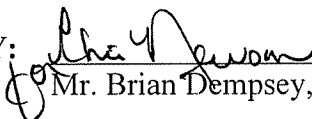


**Item No.**  
**Western Region Community Council**  
**May 28, 2012**

**TO:** Councillor Reg Rankin, Chair, and members of the Western Region  
Community Council

**SUBMITTED BY:**   
Mr. Brian Dempsey, Chair, Herring Cove Advisory Steering Committee

**DATE:** May 16, 2012

**SUBJECT:** Final Report from the Herring Cove Advisory Steering Committee

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**INFORMATION REPORT**

**ORIGIN**

May 10, 2012 meeting of the Herring Cove Advisory Steering Committee.

**BACKGROUND**

The Western Region Community Council created the Herring Cove Advisory Steering Committee (HCASC) on January 18, 2010 for a term of eighteen (18) months from the date of their first meeting. The Terms of Reference for the HCASC is attached as Attachment 1 to this report. The HCASC held six (6) meetings with their concluding meeting held on May 10, 2012. This report is the final report from the Herring Cove Advisory Steering Committee.

## **DISCUSSION**

The Committee held their first meeting on January 20, 2011 and met on the following dates throughout 2011/12: May 19<sup>th</sup>, September 6<sup>th</sup>, September 22<sup>nd</sup>, November 10<sup>th</sup>, 2011 and May 10, 2012. The HCASC has provided input to HRM staff and the Western Region Community Council on the projects under their mandate through the course of their meetings. The Committee sent reports to the Western Region Community Council dated January 21<sup>st</sup> (initial report), September 23<sup>rd</sup> (transport of sewage sludge) and October 4, 2011 (Herring Cove Breakwater), and May 16, 2012 (final report).

The Committee requested updates from HRM staff on the projects under their mandate and were provided with the following updates:

### **1. Final Stage of Sewer/Water Development in Herring Cove**

Halifax Water provided the following update: Phases 1A, 1B, and 2A of the community water and sewer project are complete. Phase 2B is the remaining unfunded phase of the HRM approved Local Improvement Charge (LIC) project that provides serving to area residents and has not been constructed. Phase 2B includes approximately 62 properties. See attached map of the community for clarity on the location of the various phases attached as Attachment 2 to this report. In March 2010 Halifax Water estimated that phase 2B could cost upwards of \$8.5M.

Phase 3 includes the future reservoir and the twinning of the transmission main for water service and will be completed by Halifax Water as growth and increased demand dictate. The cost of phase 3 is the responsibility of Halifax Water.

### **2. New Fire Hall**

Construction of the new Herring Cove Fire Hall is complete.

### **3. Related Recreation and Community Services**

Confirmation on whether or not the former Herring Cove Fire Hall may be used as a Community Centre has been requested. The Committee has previously advised that the community has ideas for programs/services and volunteers. Confirmation on whether the former Fire Hall can be used as a Community Centre is still pending.

### **4. Latters Lake Park**

HRM's Planning and Infrastructure staff has advised that drawings and specifications for the initial stage of the project have been received and the project has gone to tender. The tender may be referenced as Tender No. T12-159 on the Nova Scotia Tenders website at: <https://www.gov.ns.ca/tenders/tenders/ns-tenders.aspx>. The Latter Lake Park Development project is a project of the Herring Cove Community originating from the Harbour Solutions Community Compensation Fund. The first phase of the project involves improvements to the swimming area which are now underway.

**5. Improvements to the Herring Cove Breakwater**

HRM's Real Property and Infrastructure staff has advised that they have completed all assessments on the breakwater with the exception of calculating any possible community contribution to capital and maintenance. Staff indicated that this element would be done in the next month.

**6. Amendments to the Municipal Planning Strategy / Land Use By-Laws to Ensure the Intent of the Herring Cove Area Settlement and Servicing Strategy is incorporated in the Documents (February 2, 2010 motion of Halifax Regional Council)**

HRM Planning staff has worked diligently with the Committee on this matter with the Committee providing valuable input. Staff will be moving ahead with this matter, Case 15890, with the next step being community consultation through a public information meeting.

The Herring Cove Advisory Steering Committee feel they have completed their mandate as outlined in the Terms of Reference.

**BUDGET IMPLICATIONS**

None.

**FINANCIAL MANAGEMENT POLICIES/BUSINESS PLAN**

This report complies with the Municipality's Multi-Year Financial Strategy, the approved Operating, Project and Reserve budgets, policies and procedures regarding withdrawals from the utilization of Project and Operating reserves, as well as any relevant legislation.

**COMMUNITY ENGAGEMENT**

The Herring Cove Advisory Steering Committee was comprised of residents from the community of Herring Cove and the area Councillor who served as an ex officio member. The Committee meetings were open to the public.

**ENVIRONMENTAL IMPLICATIONS**

None indicated.

**ALTERNATIVES**

None.

**ATTACHMENTS**

1. Terms of Reference for the Herring Cove Advisory Steering Committee.
2. Water and Sewer Phases Community Map – Herring Cove.

**Herring Cove Advisory Steering Committee- 4 -  
Western Region Community Council Report**

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**May 28, 2012**

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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 Prepared by: Chris Newson, Legislative Assistant, 490-6732

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## Herring Cove Advisory Steering Committee

### Terms of Reference

The Herring Cove Advisory Steering Committee was established by motion of the Western Region Community Council on January 18, 2010 pursuant to Section 25 (b) of the Halifax Regional Municipality Charter, Chapter 39 of the Acts of 2008, powers of Community Council.

#### **1. MANDATE**

The Committee is to act as an advisory committee to the Western Region Community Council on specific matters related to the community of Herring Cove including; the final stage of sewer and water development in Herring Cove, the new fire hall, related recreation and community services, the Latters Lake Park development, and the need for improvements to the Herring Cove breakwater.

#### **2. DUTIES AND RESPONSIBILITIES**

The main responsibilities of the Committee are to:

- 2.1 Garner community input on the projects by acting as a liaison with the community of Herring Cove so as to advise the Western Region Community Council on the community's aspirations in regard to these projects.
- 2.2 Advise the Western Region Community Council on the aspirations of the community in regard to these projects.
- 2.3 Advance the expressed aspirations of the Community in regard to these projects with the local Councillor, Western Region Community Council, and staff, where appropriate.
- 2.4 Act as a resource for municipal departments responsible for, or working on, the community projects.
- 2.5 Advise the Community Council on strategies or approaches designed to achieve the aspirations of the community in regard to the projects.
- 2.6 The Committee shall submit a report of activities to the Community Council during the first nine (9) months of the Committee's term and at the end of the eighteen (18) months of the Committee term.
- 2.7 The Chairperson of the Committee, or a designate, may make reports to the Community Council on the activities of the Committee as necessary, or; as requested by the Community Council, make presentations deemed advisable by the Community Council.

#### **3. COMPOSITION**

- 3.1 Members of the Committee shall be appointed by the Western Region Community Council and shall be residents of the Herring Cove Community from within the Herring Cove and Area Settlement and Servicing Area . The Committee shall be no less than five (5) and no more than eight (8) residents plus the District Councillor who will serve as an

ex-officio member of the committee.

**4. TERM OF OFFICE**

- 4.1 The Committee is to serve for a period of eighteen (18) months from the first meeting held by the Committee.

**5. QUORUM**

- 5.1 Quorum shall consist of not less than 50% +1 of the voting members.  
5.2 Meetings can be held without a quorum present, however, a quorum will be required for all motions for voting purposes.

**6. SUB- COMMITTEES**

- 6.1 The Committee may establish sub-committees to deal with specific issues within their mandate subject to the submission of a work plan (identifying goals, time frame, scope of the work and resources required). Sub-committees require the approval of the Community Council.

**7. OFFICERS**

- 7.1 The Committee shall elect a chairperson and vice-chairperson from among its members at the first meeting of the year.

**8. MEETINGS**

- 8.1 The Committee shall meet no less than six (6) times during the eighteen (18) month term of the Committee.  
8.2 Agendas for the meeting will be posted in advance and approved minutes will be made available on the HRM Boards & Committees website.  
8.3 All meetings will be open to the public except as specifically provided for in the Halifax Regional Municipality Charter, section 19 (1) and (2) a-h.  
8.4 The office of the Municipal Clerk will provide resources for all regular and special meetings of the Committee subject to approval and/or revision based on a work plan where the number of meetings and resources are identified.  
8.5 A special meeting of the Committee may be called at the written request of two (2) or more members of the committee, or; in the case of an emergency, the chairperson or designate may call a meeting with reasonable notice.

**9. RELATIONSHIP TO COMMUNITY COUNCIL AND STAFF**

- 9.1 The Committee shall make recommendations to Community Council and staff solely in an advisory capacity.
- 9.2 Staff shall refer significant issues, plans and programs impacting the Herring Cove Community in regard to the designated initiatives to the Committee for their consideration, input and recommendations.

**10. APPOINTMENTS**

- 10.1 .All appointments shall be made for the eighteen (18) month term of the Committee following HRM's normal selection and appointment process encouraging representation from Herring Cove's diverse community.
- 10.2 Should there be an extension in the term of the Committee, Committee members may be re-appointed for no longer than two (2) consecutive terms of eighteen (18) months.

**11. RESIGNATIONS**

- 11.1 Any resignation from the Committee shall be tendered in writing to the Chairperson with a copy to the Municipal Clerk.
- 11.2 The name of a replacement member shall be obtained from the most recent public appointment process list maintained by the Municipal Clerk and follow the normal appointment process.
- 11.3 The new appointee shall serve for the remainder of the vacant term.

**12. ABSENTEEISM**

- 12.1 In the case of any member missing three meetings without consent of the Committee, the member shall be deemed to have resigned.

**13. PROCEDURE**

- 13.1 The meetings shall follow the Rules of Order approved by Council, as amended from time to time, and found in HRM's Administrative Order #1.

**14. AMENDMENTS TO TERMS OF REFERENCE**

- 14.1 The Committee may, from time to time, recommend to the Community Council amendments to the Terms of Reference that do not substantially change the mandate provided to the Committee by the Community Council following an appropriate voted resolution.

15. **REMUNERATION**

- 15.1 Each member of the Committee shall serve without remuneration but may be reimbursed by the Community Council for any necessary expenses incurred while engaging in official duties as provided for under HRM policies, and provided such expenses are approved in advance by motion of the Community Council.

Approved by the Western Region Community Council on February 16, 2010.



