



**NORTH WEST PLANNING ADVISORY COMMITTEE  
MINUTES  
June 1, 2016**

PRESENT: Ms. Ann Merritt, Chair  
Mr. Kevin Copley  
Mr. Ross Evans  
Mr. Evan MacDonald  
Mr. Brian Murray  
Ms. Dianna Rievaj  
Mr. Dave Haverstock

REGRETS: Mr. Paul Russell, Vice Chair  
Councillor Tim Outhit

STAFF: Ms. Thea Langille, Major Projects Planner  
Ms. Erin MacIntyre, Planner  
Mr. Liam MacSween, Legislative Assistant

*The following does not represent a verbatim record of the proceedings of this meeting.*

*The agenda, supporting documents, and information items circulated to the North West Planning Advisory Committee are available online: <http://www.halifax.ca/boardscom/NWPAC/1600601nwpac-agenda.php>*

*The meeting was called to order at 7:00 p.m. and adjourned at 8:16 p.m.*

**1. CALL TO ORDER**

Ms. Ann Merritt, Chair called the meeting to order in the Boardroom of the BMO Centre, 65 Gary Martin Drive, Bedford.

**2. APPROVAL OF MINUTES – March 23 & April 6, 2016 (Public Meeting).**

MOVED by Mr. Kevin Copley, seconded by Mr. Evan MacDonald

**THAT the minutes of March 23 & April 6, 2016 (Public meeting).**

**MOTION PUT AND PASSED.**

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

Additions: None.

MOVED by Mr. Evan MacDonald, seconded by Mr. Dave Haverstock

**THAT the agenda be approved as presented.**

**MOTION PUT AND PASSED.**

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

**5. CALL FOR DECLARATION OF CONFLICT OF INTERESTS**

**6. CONSIDERATION OF DEFERRED BUSINESS – NONE**

**7. CORRESPONDENCE, PETITIONS & DELEGATIONS – NONE**

**8. INFORMATION ITEMS BROUGHT FORWARD – NONE**

**9. REPORTS**

**9.1 STAFF**

**9.1.1 Planning Advisory Committee Orientation**

The following was before the PAC:

- *The Planning Advisory Committee Orientation Tool*
- *North West Planning Advisory Committee Terms of Reference*
- *A copy of HRM's Public Appointment Policy*

Mr. Liam MacSween, Legislative Assistant and Ms. Thea Langille, Principal Planner delivered a presentation in relation to the Orientation Tool, the Terms of Reference and HRM's public appointment policy. The presentation provided an overview of:

- The role of a Planning Advisory Committee (PAC)
- The planning application process
- The three duties of a PAC
- Drafting recommendations
- Proceedings of PAC meetings
- Proceedings of Public meetings hosted by the PAC

- The Role of the Legislative Assistant
- The Planning process
- Conflict of interest and Freedom of Information and Protection of Privacy (FOIPOP)

**9.1.2 Case 20501: Application by Shelley Dickey Land Use Planning to enter into a Development Agreement for Senior Citizen Housing at 15 Brenda Drive, Hammonds Plains**

The following was before the Planning Advisory Committee:

- *A memorandum dated May 17, 2016*

Ms. Erin MacIntyre, Planner provided a presentation on Case 20501. Ms. Merritt thanked Ms. MacIntyre for her presentation and requested questions of clarification from members of the North West Planning Advisory Committee.

In response to a follow up question, Ms. MacIntyre advised that use of properties is governed by the Land Use Bylaw under the authority of the Development Officer. She commented that it is the responsibility of the applicant to apply for and receive the necessary permits to operate within the regulations. She commented that the property owners are undertaking this process to ensure compliance.

Ms. MacIntyre further advised that she has visited the property and advised that is quite accessible. She noted that the applicants have plans to upgrade ramps and accessible features to ensure compliance with national building code guidelines.

With respect to question about parking availability, Ms. MacIntyre commented that she has had discussions with the development officer who advised that the six parking spaces proposed for the site will meet the By-law for the formal use of the property.

In response to questions from the committee in relation to potential other uses for the subject property, Ms. MacIntyre advised that that Land use by-law stipulate what can and cannot be permitted for the site. Further, she advised that uses contrary to what is proposed in the development agreement for the site would not be permitted.

In response to a follow up question, Ms. MacIntyre advised that she had received a letter from Halifax Regional Fire and Emergency (HRFE) services stating that the proposed structure meets the code. She advised that as the application moves through the process, it will be forwarded again to HRFE. She advised that sprinkler systems are mandated under the national building code for certain structures and the subject property may or may not require them.

Further discussion ensued among the committee's membership in relation to septic system requirements for the subject property and the amenities that will provided to its perspective cliental.

MOVED by Ms. Dianna Rievaj, seconded by Mr. Ross Evans

**THAT the North West Planning Advisory Committee has reviewed the application for Case 20501 by Shelley Dickey Land Use Planning to enter into a Development Agreement for Senior Citizen Housing at 15 Brenda Drive, Hammonds Plains and recommends approval of the application as outlined in the memorandum and attachments package dated March 15, 2016.**

Mr. Kevin Copley and Mr. Brian Murray expressed concern with respect to the manner in which application has been brought forward advising that seeking amendments to the Land Use By-law to bring the proposed uses for the subject property into compliance through development agreement should not be how planning for the area should take place.

**MOTION PUT AND PASSED.**

10. ADDED ITEMS – NONE
11. DATE OF NEXT MEETING – July 6, 2016
12. ADJOURNMENT

The meeting adjourned at 8:16 p.m.

Liam MacSween  
Legislative Assistant