



PO Box 1749
Halifax, Nova Scotia
B3J 3A5 Canada

MEMORANDUM

TO: Community Design Advisory Committee
CC: Municipal Clerk
FROM: Jacob Ritchie, Urban Design Manager
DATE: 2014-10-24
SUBJECT: CDAC Terms of Reference

Origin

Staff Report on Regional Centre Plan Project Next Steps, Recommendation No. 2

“2. Direct staff to develop a new terms of reference for review and recommendation by CPED, to be adopted by Regional Council, for the Community Design Advisory Committee (CDAC), thereby replacing the terms of reference for this committee that was adopted by Regional Council on October 4, 2011, and these new terms of reference are to identify the role that CDAC will play in providing strategic advice in the development of the Centre Plan.”

Discussion

A Draft of the new Terms of Reference is included as an attachment to this memo, within the draft text proposed for removal is shown stricken and new text is included in red font.

Using the original Terms of Reference as a basis updates have been made to reference the successful adoption of the 2014 Regional Plan and the shift in focus of this committee to the Centre Plan project.

Purpose

The purpose remains the same, reference to the successful completion of the RP+5 process has been added.

Background

This section has been re-written to reflect the progress made in the RP+5 process and the specific references to the Centre Plan in the 2014 Regional Plan.

Planning & Development

Tel: 902.490.6510
Email: ritchij@halifax.ca halifax.ca

Mandate of the Committee

Again, focus is given to the Centre Plan task that is at hand. Specific references to the articulation of project principles are removed due to the clarity provided in Chapter 6 of the 2014 Regional Plan.

Responsibilities

Responsibilities relating to the RP+5 process have been removed and clarity around the role of the committee with respect to efforts around consultation events has been provided.

Meetings

The Terms have been changed to be more open with respect to frequency, putting the onus on the committee and staff to set frequency that allows responsibilities and mandate to be fulfilled.

All Other Sections

No significant changes

With the insight gained from the conversation with the committee at the 2014-10-29 CDAC meeting we will forward the recommended Terms of Reference for CDAC to the Community Planning and Economic Development Committee.

Jacob Ritchie
Urban Design Manager
ritchij@halifax.ca

Halifax Regional Municipality

COMMUNITY DESIGN ADVISORY COMMITTEE

Terms of Reference

As Approved by Regional Council: October 4, 2011

Revised by Regional Council: July 23, 2013

Proposed Revisions: October 23, 2014

Purpose:

The **Community Design Advisory Committee** was established to advise the Community Planning and Economic Development Standing Committee of Regional Council on the development and implementation of two initiatives of regional significance:

- The Regional Plan 5 Year Review, and;
- The Centre Plan project, including the creation of a new Regional Centre Secondary Municipal Planning Strategy, and a new Regional Centre Land Use Bylaw.

The adoption of the 2014 Regional Plan building from

Background:

The *Regional Plan* was adopted by Regional Council in 2006 and forms a comprehensive guide for the future growth and development of HRM. Understanding that conditions change over time, the Regional Plan was written as a living document intended to be responsive to emerging challenges and opportunities. It therefore contains within it a mechanism requiring that it be formally reviewed and updated every five years. This review will commence in 2011.

The 2006 Regional Plan mandated the creation of the “Regional Centre Urban Design Study” to guide future growth in the Regional Centre. The study, now known as HRM by Design, has two major phases. The first was the Downtown Halifax Plan, adopted by Regional Council in 2009. The second is the *Centre Plan*, which is the community planning and design initiative that applies to the remainder of the Regional Centre. The Centre Plan project will be undertaken concurrently with the Regional Plan Review in 2011.

These two strategic planning initiatives are fundamental to the future planning and growth of HRM. To ensure that Regional Council, through the Community Planning and Economic Development Standing Committee, has the benefit of the best possible advice and expertise in the course of these projects, a new advisory body will be formed: the *Community Design Advisory Committee* (CDAC). The time line for completion of these two projects is approximately three (3) years.

Effective October 18th, 2014 the Regional Plan establishes long-range, region-wide planning policies outlining where, when, and how future growth and development should take place in the municipality over the life of the Plan (to 2031).

The 2014 Regional Plan represents a revision to the municipality's first Regional Plan, adopted in 2006. The 2006 Plan has been repealed.

Since 2006, the region's population has grown to over 409,510 (Census, 2011). This growth has not occurred uniformly across the municipality, but has instead been focussed mainly in the urban communities and rural areas within commuting distance of the Regional Centre.

The 2014 Regional Plan targets at least 75% of all new housing units to be located in the Regional Centre and urban communities, with at least 25% of all new housing units within the Regional Centre by 2031. Additionally, the Plan has as a principle support for the Regional Centre as the focus for economic, cultural and residential activities in the Region.

To aid in the successful attainment of these goals within the Regional Centre, the Centre Plan project is being re-established to ensure that the population increase is supported while maintaining the success of existing neighbourhoods and remaining true to the Guiding Principles provided through the 2014 Regional Plan.

To ensure that Regional Council, through the Community Planning and Economic Development Standing Committee, has the benefit of the best possible advice and expertise in the course of the Centre Plan project, the Community Design Advisory Committee (CDAC) will continue to act on their responsibilities as defined in their Terms of Reference.

Purpose Mandate of the Committee

The CDAC is a body with a two-part mandate. It reports Project Study progress to the Community Planning and Economic Development Standing Committee of Regional Council at key milestones, and it makes ongoing recommendations to staff regarding areas of strategic importance to the development and implementation of **Planning Projects** ~~the Regional Plan 5-Year Review and the Centre Plan project~~. The CDAC will provide a key communication and working link between Regional Council and the community, and will advise on the delivery of a public participation program **for the Centre Plan**.

1. *Reporting to Council:*

At key project milestones the Community Design Advisory Committee will make information or recommendation reports on relevant topics ~~on the two projects~~ to Regional Council through the Community Planning and Economic Development Standing Committee. ~~This reporting relationship will ensure that the Standing Committee and Regional Council remain apprised of the status of the two projects and are given the opportunity for their incremental approval.~~

2. *Advising Staff:*

The Community Design Advisory Committee will advise the staff project team on:

- Public consultation strategies;
- Communications strategies, newsletters, website, media;
- ~~Assist in articulation of project principles for approval by the Standing Committee and Regional Council,~~ and;
- Other matters as they arise.

Responsibilities:

1. To provide regular reports **to** Community Planning and Economic Development Standing Committee on overall progress of the projects;
2. To provide regular feedback and advice to the staff project team;
3. To meet with staff team at a frequency that is sufficient to achieve project goals and meet the time-line that has been established for completion of the projects;
4. Abide by HRM's rules and procedures affecting the business of Boards and Committees as outlined in Administrative Order 1;
5. ~~Entertain and~~ **E**ncourage participation from stakeholders through the Project's consultation events, as well as additional events as required;
6. **Advise staff on the strategic approach to public consultation and communication with a focus on raising the profile of the projects, and effectively representing the views and concerns of HRM citizens and stakeholders;**

~~Assist in the planning and implementation of public participation meetings and communication initiatives as required to raise the profile of the projects, and to effectively~~

~~represent the views and concerns of HRM citizens and stakeholders;~~

- ~~7. To review and make recommendation to the Community Planning and Economic Development Standing Committee on any proposed amendments or additions to the Regional Plan;~~
8. To review and make recommendations to the Community Planning and Economic Development Standing Committee on the deliverables of the Centre Plan project, and;
9. Be subject to the government of Nova Scotia's Freedom of Information and the Municipal Conflict of Interest Act.

Membership:

The Committee will be comprised of 14 members as follows:

- The Chair, or designate, of the Community Planning and Economic Development Standing Committee (1);
- The Chair, or designate, of the Transportation Standing Committee (1);
- The Chair, or designate, of the Environment and Sustainability Standing Committee (1);
- Three Regional Councillor whose districts lie within the Regional Centre (3);
- *The Chair of the ~~existing~~ former Regional Plan Advisory Committee (1);*
- *The Chair of the ~~existing~~ former Urban Design Task Force (1);*
- A citizen-at-large appointed from the Community Design sector (includes architecture, urban design, and city planning) (1);
- A citizen-at-large appointed from the Environmental sector (1);
- A citizen-at-large appointed from the Regional Centre Land Development/Business sector (1)
- A citizen-at-large appointed from the Social/Cultural sector (1), and;
- A citizen-at-large appointed from the Public Health sector (1).
- A citizen-at-large appointed with no sector-specific expertise required (1).

Selection Criteria:

After the *primary* membership criteria above has been met, the citizen-at-large applicants will be evaluated according to the following *secondary* selection criteria:

- individuals who will contribute to a CDAC that is equitably represented across geographic communities as well as across communities of interest.
- individuals demonstrating a willingness and ability to commit to the three-year term of the projects, including some evening meetings.
- individuals bringing specific skills and experience related to the responsibilities outlined in this terms of reference.

The nominating body for all appointments (except as provided for by virtue of their positions) shall be the Community Planning and Economic Development Standing Committee of Council with final appointment to be made by Regional Council. All members serve at the pleasure of Regional Council.

Appointments

The term of appointment shall be as follows

- Councillors who are chairs/designates of Standing Committees – at the pleasure of the Standing Committee
- Councillor whose district lies within the Regional Centre – Three (3) year terms.
- Citizens-at-large – Three (3) year terms.

Chair and Vice-Chair:

The Community Design Advisory Committee shall elect from its non-council member(s) a chair and vice-chair position.

The role of the Chair, in whole or part, can and will be shared with or delegated to the Vice-Chair. The Chair (Vice Chair) is an impartial individual who guides the process and facilitates meetings. The Chair (Vice Chair) will keep the group focused on the agreed-upon task, suggest alternative methods and procedures, and encourage participation by all committee members. The Chair (Vice Chair) will work with staff in preparing agendas and meeting summaries, and guide in drafting products and summaries of the committee. The Chair (Vice Chair) will act on behalf of the Committee as spokesperson to Council and the media as required.

Meetings:

Meetings will be held monthly (or at a frequency that is necessary to conduct the business of the Committee). A regular meeting schedule will be determined at the start-up meeting for the Committee. In addition to regular Committee meetings, additional means of communication will be necessary to conduct the business of the group.

Quorum:

The quorum for regular meetings shall be five (5), with one (1) member being a Councillor.

Procedure

Meetings shall follow the rules of order (Administrative Order #1) approved by Council, as amended from time to time.

Decision Making

Decisions about what to recommend to the Community Planning and Economic Development

Standing Committee will be made by motion and vote of the committee and minority reports may be submitted if any member wishes to do so.

Resources

The Municipal Clerks Office will provide staff resources to the Community Planning Advisory Committee.

These Terms of Reference for the Community Design Advisory Committee were approved by the HRM Regional Council on: October 4, 2011.

Revised by Regional Council on: July 23, 2013