

**Central Community Council
December 13, 2012**

TO: Chair and Members of Central Community Council

SUBMITTED BY:


Cathy J. Mellett, Municipal Clerk

DATE: November 23, 2012

SUBJECT: New Community Council Structure – Administrative Matters

ORIGIN

October 9, 2012 – Motion of Regional Council that dissolved the existing Community Council structure effective November 5, 2012 as a result of the reduction in the number of polling districts.

November 13, 2012 – Notice of Motion to establish a revised Community Council structure.

November 27, 2012 – Motion of Regional Council to approve a Central/East/West Community Council structure.

RECOMMENDATION

It is recommended that Central Community Council approve the following administrative direction for the operation of Central Community Council:

1. To set a standard meeting start time of 6pm for regular meetings of Central Community Council.
2. That the proposed schedule of Community Council meetings which includes a set monthly meeting date and a date for an additional meeting per month (as/if required)
3. That the regular monthly meeting be held at fixed location and any additional meetings required due to public hearings be held at a location within the community that facilitates public access

BACKGROUND

In order to facilitate the administrative matters related to the new Community Councils Clerk's Office staffs have put forward this report for members of the new East, West & Central Community Councils for consideration and direction.

DISCUSSION

Community Council Meeting Times, Dates, Locations

Meeting Dates

It is anticipated that, due to the size and nature of the work of Community Councils that one monthly meeting may not be sufficient to allow for public hearings and other matters to be addressed by Community Councils. In the interest of transparency, and in order to enable members of Community Council, staff and the public to appropriately plan, it is recommended that Community Council adopt a schedule (as proposed in Attachment 1 of this report) that provides for a set monthly meeting date and a date for an additional meeting per month which would be held if required. Notice, including the agenda items to be considered, would be provided at the regular monthly Community Council meeting for direction regarding holding the additional meeting or for providing notice of cancellation.

Meeting Times

Staff are proposing that the regular meetings of the three Community Councils commence at 6:00 pm. Having one commencement time for all three Community Councils would assist in creating consistency and clarity for members of the public who may wish to attend Community Council meetings.

Should it be required in special circumstances, such as First Reading (initiation) or notice of motions, special meetings of Community Council may be called in accordance with the notice requirements of HRM Charter and Administrative Order Number 48 at a time as deemed appropriate to the members of the Community Council.

Meeting Locations

Determining meeting locations in the large areas provided for in the new Community Council structure will prove challenging. Staff are proposing that the regular monthly meeting of the Community Council be held in a set location to provide for the accessibility and support requirements for the Community Council and members of the public.

Recognizing the importance of supporting a Community Council structure that "serves as a connection between local communities and municipal government" the alternate monthly meetings and public hearings dates will be scheduled for community locations as provided for in Attachment 2 of this report.

In addition, the Office of the Municipal Clerk has put in a formal request to HRM's ICT services to vigorously investigate and provide options for the provision of web casting services for up to 10 meetings of each Community Council annually. Feasibility, scheduling and costs will be submitted in the 2013/2014 budget process.

Status Sheets

The purpose of the Status sheet, as adopted by the previous Community Councils, was to track requests for updates on items of interest or concern to the Community Council Staff have reviewed the Status Sheets from the previous six Community Councils and divided the items according to the new Community Council boundaries. Attachment C of this report is a proposed Status Sheet for the new Central Community Council. Items have been recommended for removal from the Status Sheet, either because they are outdated, or because the role of Community Council in a particular item has been completed.

Staff are seeking direction in regard to the approval of the Status Sheet to be carried forward by the Central Community Council

BUDGET IMPLICATIONS

It is anticipated that cost increases will be minimal and can be absorbed within the current operating budget.

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

As stated in the November 14, 2012 'Creation of Community Councils' report to Regional Council, "Community Councils serve as a connection between local communities and municipal government throughout HRM." Creating clear and consistent Community Council processes and procedure is in the best interests of the residents of these local communities, which is the attempt of this report.

ENVIRONMENTAL IMPLICATIONS

None identified.

ALTERNATIVES

Community Council may choose to amend or propose alternatives to any of the recommendations set out on page 1 of this report.

ATTACHMENTS

Attachment 1 – Proposed 2013 Schedule of the Central Community Council
Attachment 2- List of proposed Central Community Council meeting locations.
Attachment 3 – Proposed Central Status Sheet

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

Report Prepared by: Cathy Mellett, Municipal Clerk & Jennifer Weagle, Legislative Assistant, 490-6517

Report Approved by: 
Sherryll Murphy, Deputy Clerk

2013 CENTRAL COMMUNITY SCHEDULE

MEETING TIMES MARKED ** ARE IF REQUIRED

MONTH	DATE	MEETING	MONTH	DATE	MEETING
January	January 9	Central Community Council	July	July 3	
	January 14			July 9	
	January 15			July 17	
	January 23**	Central Community Council		July 23	
	January 29			July 31	Central Community Council
February	February 6	Central Community Council	August	August 6	
	February 12			August 14	
	February 20**	Central Community Council		August 20	
	February 26			August 28	
March	March 6	Central Community Council	September	September 4	
	March 12			September 11	Central Community Council
	March 20**	Central Community Council		September 18	
	March 26			September 24	
April	April 3	Central Community Council	October	October 2	Central Community Council
	April 9			October 8	
	April 17**	Central Community Council		October 16**	Central Community Council
	April 23			October 22	
	April 30			October 30	
May	May 8	Central Community Council	November	November 5	
	May 14			November 13	Central Community Council
	May 22**	Central Community Council		November 19	
	May 28			November 27**	Central Community Council
June	June 4	No Scheduled Meeting (FCM)	December	December 3	
	June 11			December 10	
	June 19	Central Community Council		December 18	Central Community Council
	June 25			December 24	
				December 31	

Central Community Council Meeting Locations

Building	Location		District
Gordon R. Snow Community Centre	1359 Fall River Rd.		1
Ash Lee Jefferson School	10 Lockview Rd. (off Waverly Rd.)		1
Acadia Hall	Sackville Drive Lower Sackville		15
Georges P. Vanier Junior High School Cafeteria	1410 Fall River Road, Fall River		1
Wallace Lucas Community Centre	596 Lucasville Road, Sackville		14
Sackville Heights Community Centre Silver & Gold Room	45 Connolly Road, Lr. Sackville		15
BMO Centre Multi-purpose Room	61 Gary Martin Drive		16
Basinview Drive Community School	273 Basinview Drive		16
Sackville Public Library	Sackville Drive		15
Upper Hammonds Plains Community Centre	Pockwock Road		13
Tantallon Public Library	3646 Hammonds Plains Road (Hubley Centre) Upper Tantallon		13
Bedford Royal Canadian Legion	Bedford Highway		16

Beaver Bank Kinsac Community Centre	1583 Beaver Bank Road		15
LWF Hall	843 Fall River Road		1
Knights of Columbus Hall	252 Cobequid Road		15
LeBrun Centre	36 Holland Ave		16

DIST	DATE	ITEM TITLE	ITEM #	ACTION REQUIRED	RESPONSIBILITY	STAFF COMMENT	Recommendation to Keep or Remove from Status Sheet
14 NWCC	Oct 30/12	Councillor Johns - Changes to Mobile Home Park By-Laws	4.1.1	Motion passed requesting that staff investigate and provide a status update on changes to HRM mobile home park by-laws	P&I	Who:? Action: Report forthcoming	Keep pending receipt of Staff Report
14 NWCC	Oct 30/12	Councillor Johns - Allowable Size of Secondary Structures under Sackville Municipal Planning Strategy	4.1.2	Motion passed requesting staff to provide a report in regard to amending the Municipal Planning Strategy for Middle Sackville such that the size of an allowable secondary structure is related to the size of the lot.	P&I	Who:? Action: Report forthcoming	Keep pending receipt of Staff Report
1 MDVC C	Sept 25/12sp July 25/12	Case 15969 – Open Space Design Development Agreement – Windgate Drive, Windsor Junction	4.1 10.1	Supplementary report provided; Notice of Motion Given. PH scheduled Oct 25/12. Deferral of scheduling PH dated pending supplementary report to MDVCCC.	Clerk C&RS	Who: Tyson Simms Action: supplementary report provided Sept 25/12sp. Notice of Motion given May 30/12 & re-given Sept 25/12	Remove –Public hearing was held by Marine Drive, Valley & Canal Community Council on October 24, 2012. The proposed development agreement was approved.
1 MDVC C	Sept 6/12	Motion – Councillor Dalrymple	11.1	Waverley Ratepayers Association local area Traffic Study submitted to HRM's Design & Construction Services & TPW referred again to staff & placed on SS for quarterly status reports; and 2009 report entitled: Transportation Study – Fall River - Waverley – Wellington Areas be placed on SS for quarterly status reports.	Clerk/TPW	Who: Action: quarterly reports to be provided to MDVCCC. Notice of Motion given July 25/12	Keep – pending final staff report and at request for quarterly reports.

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NWCC	Oct 25/2012	Councillor Lund – Park- and-Ride Pilot Project at Eisenhower Ball Field, Hammonds Plains Road	4.1.1	Motion passed requesting that Metro Transit survey local residents to determine interest in Park-and-Ride service at Eisenhower Ball Field	MT		Keep – pending receipt of results from Community Survey
	Sept 27/12						
	Aug 9/12		4.1.4	Traffic lights expected to be installed at Glen Arbour/Hammonds Plains next month	Councillor Lund		Keep lights have yet to be installed.
	July 5/12			Overview of staff email dated July 30/12; Councillor Lund to follow up with staff.	MT		
			12.1	Metro Transit to undertake Park-and-Ride Pilot Project at Eisenhower Ball Field using existing Route 33 Tantallon Express bus along HPR over period Sept to Dec 2012. Contingent upon lights being installed at intersection of HPR and Glen Arbour Way. Consideration should be given to extending time frame if there is demonstrated increase in ridership & pending funding availability for snow clearing			

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NWCC	Sept 27/12	Correspondence from Peggy Godfrey, Atlantic Gardens Inc. dated September 19, 2012 re: Maroon Hill Development left-turning lane	10.1.1	<p>Staff to prepare a report identifying the following:</p> <ul style="list-style-type: none"> The number of commercial developments (not residential developments) in HRM that have been required to put in turning lanes and the cost, as expressed as a percentage of the full cost, the developer was required to pay The reasoning behind the Municipality's decision in the 1990's not to have developer pay for a turning lane into the Tim Hortons site on Beaverbank Road Why HRM is concerned about liabilities at the Maroon Hill Development site and not, previously, at the Tim Hortons Beaverbank site <p>The possibility for HRM to return a bond to a commercial developer if actual traffic flows are less than traffic projections</p>	C&RS	<p>Who: Mark McGonnell Action:</p> <p>Kelly Denty is following up with Mark. We believe this has been resolved and no longer requires report. If that is the case, we would like the opportunity to address this at the meeting (or possibly respond by email if possible).</p>	Keep – pending issue resolved and update to CCC

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NWCC	July 5/12 & Aug 9/12	Update on Soil and Grading By-law	4.1.5/4.1.1	Community Council requested matter remain on SS pending report to ESSC/Moving forward to RC.	Clerk	Who: Paul Morgan Action: Discussion paper & work plan proposed to come to ESSC Fall 2012.	Keep – no update provided yet. Issue has not been addressed at ESSC
	May 24/12		6.1.2	Clerk to follow up with staff re report. Clerk to review similar requests for updates from CC/SC/B&C		Requests for status updates on Lot Grading By-law made by NWCC May 24/12 & HWAB May 16/12; A staff information report dated March 19/12 was before ESSC April 16/12.	
	April 26/12		4.1.5	CC requested matter remain on SS pending future update on discussion paper & work plan forthcoming to ESSC.		Update from Paul Morgan dated March 29/12 submitted at April meeting.	
	March 29/12		4.1.9	Update forthcoming April Mtg; CC requested the Clerk research origin of request as this item has been raised before (see below)			
	Nov 24/11		5.1.2	Update forthcoming in January 2012.			
	Sept 22/11			Update to be sought.			
WRCC	April 23/12	Request to form Western Common Regional Park Implementation Committee	12.7	Staff report requested on formation of Western Common Regional Park Implementation Committee	PI		Remove– Item is the jurisdiction of Western CC

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NWCC	Aug 9/12	Truck Enforcement - HPR	4.1.9 /15	Councillor Lund to follow up with RCMP/Vehicle Compliance, in addition Clerk to send reminder email to RCMP/Vehicle Compliance re initial request & clerk to email RCMP Tantallon Branch requesting copy of enforcement stats for HP area to provide to CC for info/review.	Councillor Lund/Clerk	Action: Councillor Lund to follow-up with RCMP re: enforcement updates.	Keep- On-going traffic issue Councillor Lund indicated that signage must be installed before enforcement measures take effect. For more details, he had contacted the Province and was awaiting their response. Community Council agreed to keep this item on the status sheet. .
	April 26/12	Review of By-law T-400 – Truck Routes	15	NWCC write a ltr to RCMP/Vehicle Compliance asking for monthly update (enforcement stats ie number of tickets issued/warnings) re: permissive signage.	Clerk	Aug 14/12 Clerk sent follow up email re: CC's original request to RCMP/Vehicle Compliance. As well, sought enforcement statistic info from RCMP.	
	April 26/12		4.1.8	Update provided – permissive signage being installed by RCMP/Vehicle Compliance that will be enforced by RCMP; item to remain on SS to allow for update on how signage is working	TPW	(July 5/12 Councillor Lund advised he would follow up with RCMP/Vehicle Compliance re: status of update to NWCC)	
	March 29/12		10.2.3	Staff to review By-law T-400 and propose amendments necessary; provide clarification of roles & responsibilities HRM, Province & RCMP re enforcement & signage; work with Province & RCMP establish education initiative; Clerk to write letter to Minister of Transportation re removal of directional signage along Highway 103 (Blue Acres Industrial Park) – including removal of old truck signage along old Sackville Drive.	TPW/Clerk	Copy of NWCC's Ltr to RCMP/Vehicle Compliance provided at May 24/12 Mtg for CC's info. Clerk - Letter sent to Minister Estabrooks April 18/12; copy provided to NWCC members Who: Alan Taylor, TPW	

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NWCC	Aug 9/12	Councillor Johns - Extension of Municipal Water Service Boundary Macabes North	11.1.1	Staff report initiating the extension of Municipal water service boundary to Macabes North & initiate process to amend MPS for Beaverbank, HP & Upper Sackville (Planning Districts 15, 18 and 19)	P&I (Austin French – Planning)	Who: Dave Hubley Action: report to be provided	Keep – Pending updated from Staff.
NWCC	Aug 9/12	Public Participation – Future Updates of Margeson Drive	15	Request to add to status sheet to allow for future updates of Margeson Drive	Clerk/TPW	Who: Dave McCusker Action: update ready	Keep staff will deliver a presentation on this matter at an upcoming meeting.
	July 5/12	Public Participation – Request for update Margeson Drive	16	Request for update on HRM's plans for Margeson Drive, including information on the road designation for Stonewick Cross, Waterstone Run, Newbury Road and Cranley Road, to gain an understanding of road hierarchy during the design considerations.	P&I		
NWCC	July 5/12	Motion of Councillor Dalrymple – Request for Report - MOUs re: sewer access roads for active transportation	12.2	Staff report re: HRM entering into a MOU with HW to allow the Sackville Rivers Association to use the Sackville sewer access road for the use of a multi-purpose Active Transportation Greenway Trail, and for HRM staff to enter into a MOU with HW to use all sewer access roads for active transportation.	P&I	Who: Dave McCusker Action: report to be provided Notice of Motion given May 24/12	Keep – no staff update yet.

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WRCC	July 23/12	Bowater Mersey Lands	12.4	Staff report requested within 60 days confirming permitted uses for MR-2 land uses within HRM portion of the 40,000 hectare parcel belonging to Resolute Forest Products.	PI		Keep – pending receipt of Staff Report.
		The Mersey Lands	12.5	Community Design Review Committee/staff to review MR-2 land use issue re; resource only designation zoning.	PI		
NWCC	May 24/12	NWTAC – Request for Requirement of Park n' Ride Facilities in Existing Subdivisions	13.2.1	Forward NWTAC May 2/12 report to TPW/PI for review. As part of review that staff look at whether CCCs can be charged and collected on Park & Rides	TPW/PI	Who: Ken Reashor/Peter Stickings Action: awaiting report.	
WRCC	May 28/12	Case 16770	8.1.2 12.1	Motion passed requesting staff report back with clarification / response following review of public comments/submissions received during public hearing process. Supplementary Report received. Staff to respond to questions of clarification from Councillor Lund. Report requested on review of MU-16A of MPS for Planning Districts 1 and 3 re: terminology/criteria for “traditional architectural character”.	 CRS CRS	Report expected in sixty (60) days. COMPLETE	Keep depending CC decision. - This will be responded to in staff report for Case 17362 being dealt with by Central CC at December 13 2012 meeting.
NWCC	Feb 23/12	Case 01311 – Paper Mill Lake CCDD MPS Amendment, Bedford	4.1.11	Request to remain on SS pending decision of Regional Council	Clerk	Response provided in report to CP&ED Standing Committee at their Feb 9 th mtg entitled: Mainland	Keep – pending decision of Regional Council
	May 5, 2011		12.1.2	Referred back to staff for additional staff report	CD		

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	Jan 27/11		11.1.2	report re: process & policy guidelines for traffic & public transportation study for Bedford Referred back to NWPAC & staff to provide supplementary report outlining policy & development options to deal with: density, height of building, certain land uses, traffic & public transit	NWPAC/CD	Halifax North Bedford Corridor Transportation and Waste Water; recommendation being forwarded to RC Feb 28th NWPAC Report dated April 6/11 & Staff Supplementary Report dated April 14/11 provided to CC during May 5th mtg.	
NWCC		Bedford Waterfront Design Study	10.2.3	Item deferred pending completion of staff report & presentation to CP&ED Standing Committee	Clerk/PI	Pending CP&ED review.	
WRCC	Sept. 26/11 Feb. 27/12 April 23/12 July 23/12	Terms of Reference for St. Margaret's Bay Coastal Planning Advisory Committee Terms of Reference revised. Appointments made.	11.1 4.1 12.1	Staff report including a Terms of Reference for a St. Margaret's Bay Coastal PAC. Terms of Reference SMBCPAC Motion passed requesting staff establish PAC now and that the budget component be forwarded to Regional Council	CD/Clerks	Staff report expected for April meeting. Staff report received. Request under review re: budget component. Information Report to Council for July 3/12. COMPLETE	REMOVE St. Margaret's Bay Coastal PAC has been formed.

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