

**North West Community Council**  
**April 22, 2013**

**TO:** Chair and Members of the North West Community Council

**SUBMITTED BY:** Original Signed  
Cathy J. Mellett, Municipal Clerk

**DATE:** March 27, 2013

**SUBJECT:** Revised Terms of Reference for the St. Margaret's Bay Coastal and North West Planning Advisory Committees

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**ORIGIN**

February 19, 2013 Motion of Halifax Regional Council.

**LEGISLATIVE AUTHORITY**

Administrative Order 48 as amended by Halifax Regional Council on February 19, 2013.

**RECOMMENDATION**

It is recommended that the North West Community Council formally

- 1) Rescind the previous Terms of Reference of the St. Margaret's Bay Coastal Planning Advisory Committee and the North West Planning Advisory Committee and adopt the Standard Terms of Reference for PACs as approved by Halifax Regional Council and provided as Attachment 2 and Attachment 3 of this report.

## **BACKGROUND**

The North West Community Council currently has two (2) Planning Advisory Committees within its jurisdiction. They are: the St Margaret's Bay Coastal Planning Advisory Committee (established in the summer of 2012), and the North West Planning Advisory Committee which has functioned for a number of years.

The Motion of February 19, 2013 of Halifax Regional Council granted the power to Community Councils to create no more than two Planning Advisory Committees (PACs). The motion of Council (Attachment 1) specifically amended the boundaries of the North West Planning Advisory Committee to align with the jurisdiction of the North West Community Council and directing that the Terms of Reference for all PACs be standardized.

The Motion of Regional Council also directed staff to consult Planning Advisory Committees and receive their recommendations earlier in the development review process.

## **DISCUSSION**

Staff of Community & Recreation Services (Development Approvals), Planning & Infrastructure, and the Office of the Municipal Clerk have met and reviewed the requirements to implement the direction of Regional Council.

The first order of business is to have the North West Community Council adopt the Terms of reference for both PACs in Standard Form, as directed by Regional Council.

As directed by Regional Council, PACs will be engaged earlier in the review process to receive their feedback on discretionary development applications. This will allow their input to be considered and addressed through the course of the application, rather than after the staff report has been finalized. The main change for the PAC is that they will no longer be reviewing final staff reports regarding new discretionary development applications, but rather will be reviewing a staff memorandum that articulates the developer's proposal and how it relates to all applicable MPS policies. The PAC's report with their recommendations will be provided to Community Council at the same time as the final staff report. This change in process is intended to begin in June, 2013. There are some reports now being drafted for the June PAC meetings. These will come to the PACs in report format for recommendation to Community Council as per past practice. Staff will review the new process with the PACs at their upcoming meetings.

Regional Council also expressed an interest in consolidating the efforts of the PACs and the new Regional Watershed Advisory Board. Staff see this as an opportunity to further streamline the development approvals process, which staff will continue to explore.

**FINANCIAL IMPLICATIONS**

As noted in the February 19, 2013 report to Regional Council, each Planning Advisory Committee has associated direct staff and meeting administrative costs of approximately \$12K/year.

**COMMUNITY ENGAGEMENT**

Not applicable at this time.

**ENVIRONMENTAL IMPLICATIONS**

None identified

**ALTERNATIVES**

No alternatives are available in regard to the adoption of the Standard Terms of Reference for Planning Advisory Committees and the adjustments to the North West Planning Advisory Committee to align with the jurisdiction of the North West Community Council as these amendments were passed by Motion of Regional Council.

The North West Community Council could consider further adjustments to the boundaries of the Planning Advisory Committees, consolidation of the Committees or other amendments that fall within the authority provided to Community Council by Regional Council.

**ATTACHMENTS**

- Attachment 1 – February 19, 2013 Motion of Halifax Regional Council
- Attachment 2 – New Standard Terms of Reference for the St. Margaret's Bay Coastal PAC
- Attachment 3 – New Standard Terms of Reference for the North West PAC

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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 J. Mellett, Municipal Clerk, (902) 490-6456

Report Approved by: Original Signed  
Brad Anguish, Director of Community and Recreation Services, 490-4933

Financial Approval by: Greg Keefe, Director of Finance & ICT/CFO, 490-6308

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## **ATTACHMENT 1**

### **EXTRACT FROM HALIFAX REGIONAL COUNCIL MINUTES OF FEBRUARY 19, 2013**

#### **11.1.3 Proposed Amendment to Administrative Order 48, Respecting the Creation of Community Councils – Planning Advisory Committees Motion – Councillor Johns – Approve Admin Order 48**

A staff report dated February 8, 2013 was submitted.

**MOVED by Councillor Outhit, seconded by Councillor Mason 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.**

**MOTION PUT AND PASSED UNANIMOUSLY (15 in favour)**

Councillors Karsten and Johns were not present for the vote.

**Terms of Reference**

**St. Margaret's Bay Coastal Planning Advisory Committee**

**(In accordance with the Standard TOR as adopted by Regional Council February 19, 2013 for all PAC's)**

Designated area: Serving the portion of HRM District 13 described as the eastern limit commencing at the Peggy's Cove Preservation Area boundary in the south and proceeding northward generally following the watershed boundary of St. Margaret's Bay, then linking to the western boundary of the Five Bridges Lakes Wilderness Area as far as Highway #3. It boundary then follows the western boundary of the Lewis Lake Provincial Park to Highway #103 and from that point the boundary follows Highway #103 westward to the Municipal boundary in Hubbards (map attached) incorporate into the North West Community Council.

**1. Membership**

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

**2. Appointments**

- Term of Appointments
  - Councillors: 1 year
  - Residents: 2 years
- Appointments shall be made by the North West Community Council in accordance with the Public Appointment policy adopted by Regional 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 or as provided for under the public appointments policy.
- In accordance with the public appointment policy 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 North West Community Council with respect to the preparation of amendments of planning documents within or affecting the designated area. The term "planning documents" shall be as defined in clause m of section 209 of the *Halifax Regional Municipality Charter*.
- To advise the North West Community Council with respect to planning matters generally within the designated area incorporated into the North West

Community Council. The term "planning matter" means any discretionary decisions of Community Council related to the use and development of land.

- To hold public information meeting (PIMs) associated with the municipal planning strategy amendments as deemed necessary.

#### 5. Additional Duties

- As may be directed by the North West Community Council

#### 6. Meetings

- The Planning Advisory Committee shall meet at least once monthly or as required to conduct the 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 Procedures of Council AO, Quorum of Committees.
- 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 86 of AO1 and subsection 22 of the *Halifax Regional Municipal 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. Procedures

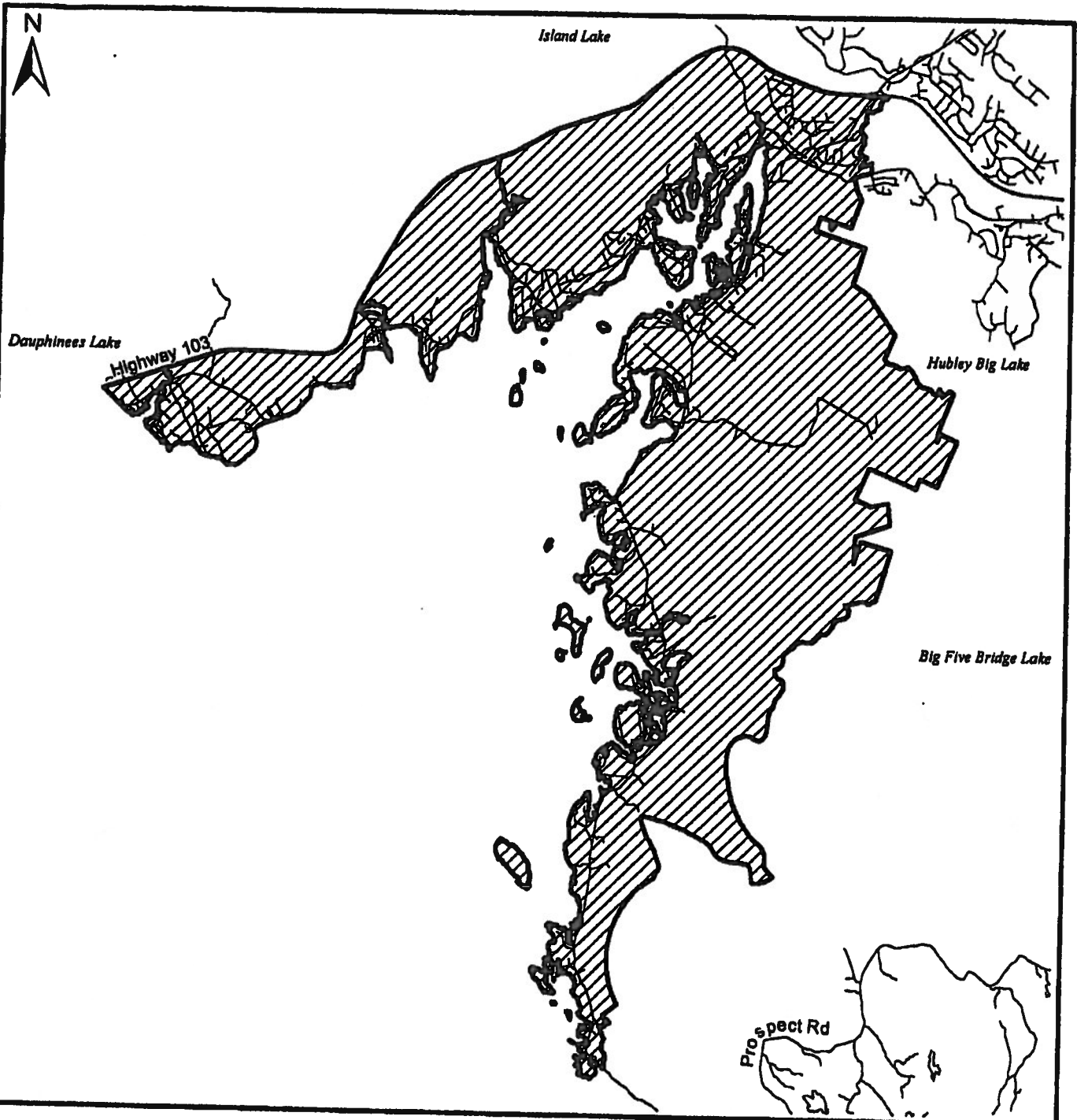
- Meeting procedures shall be governed by the HRM Administrative Order One, the Procedures of Council Administrative Order, as it relates to Committee procedures.

#### 8. Remuneration

- Remuneration shall be paid related to travel for attendance at meetings at rates established by Halifax Regional Municipality. No other remuneration shall be paid to members without prior approval of Halifax Regional Council.

#### 9. Resignation

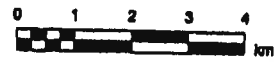
- A member may resign from the Committee at any time in accordance with Section 68 of Administrative Order One, the Procedures of Council Administrative Order.



**St. Margaret's Bay Coastal Planning Advisory Committee**

 Area of St. Margaret's Bay Coastal PAC

**HALIFAX**  
 REGIONAL MUNICIPALITY  
 REGIONAL AND COMMUNITY PLANNING  
 PLANNING & INFRASTRUCTURE



Planning Districts 1 & 3  
 Plan Areas

HRM does not guarantee the accuracy of any representation on this plan. Date of map is not indicative of the date of data creation.

April 18, 2012

T:\work\planning\Scott\2012\Wlac\St Margaret's PAC\PAC boundary.mxd (SML)

## **Terms of Reference**

### **North West Planning Advisory Committee**

**(In accordance with the Standard TOR as adopted by Regional Council February 19, 2013 for all PAC's)**

Designated area: Serving the portions of HRM Districts 13, 14, 15, 16 and 1 as outlined in the designated area of the North West in the map (Map 2 revised dated 05 February 2013) as adopted by motion of Halifax Regional Council on February 19, 2013, excluding the portion of District 12 designated as the exclusion area by the same motion of Regional Council (map attached).

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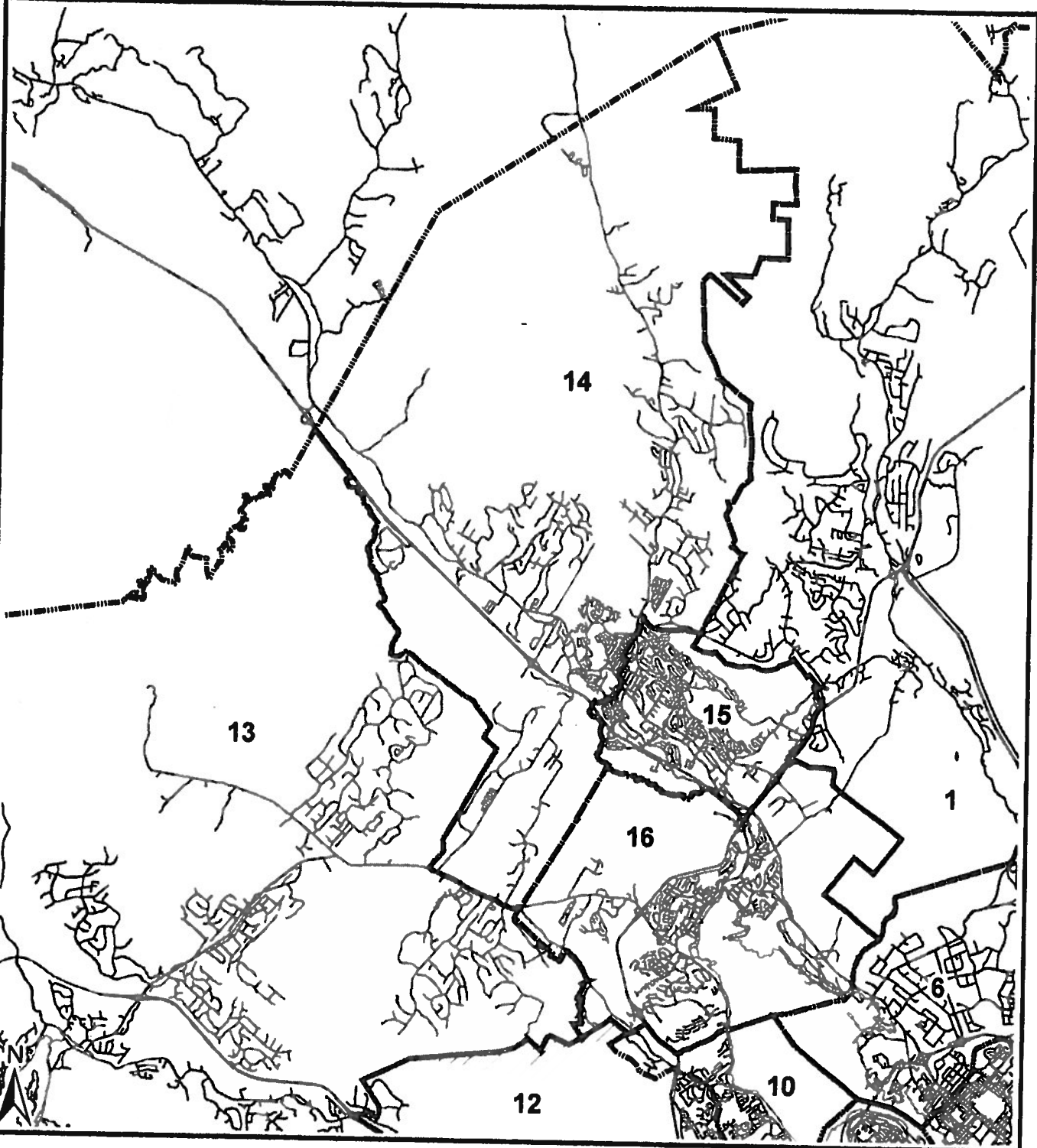
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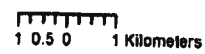
Map 2 Revised



**North West PAC and Exclusion Area**



-  North West PAC
-  2012 District Boundary Lines
-  Exclusion Area



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