

ST. MARGARET'S BAY COASTAL PLANNING ADVISORY COMMITTEE

TERMS OF REFERENCE

1. MANDATE

- To advise the Community Council with respect to rezoning, land use by-law amendments and development agreement applications within the St. Margaret's Bay Coastal Area (Map 1 attached).
- To advise Halifax Regional Council, via the Community Council, concerning Municipal Planning Strategy reviews or amendments, within the St. Margaret's Bay Coastal Area.
- To advise the Community Council with respect to other planning matters within or affecting the St. Margaret's Bay Area.
- To advise the Municipal Council and Planning Advisory Committee of the Municipality of the District of Chester, via the Community Council of HRM, on planning matters of mutual importance to the two municipalities, respecting St. Margaret's Bay.
- If requested to do so by the Community Council, liaise with the senior levels of government and staff of HRM with respect to initiatives the senior levels of government may undertake regarding planning matters affecting the St. Margaret's Bay Area.

2. SERVICE AREA DESCRIPTION (*Map Attached*)

- Serving portions of Polling Districts 22 and 23 until November 2012.
- Serving a portion of Polling District 13 after November 2012.

The eastern limit commences at the Peggy's Cove Preservation Area boundary in the south and proceeds 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 then follows the western boundary of the Lewis Lake Provincial Park to Highway #103. From this point, the boundary follows Highway #103 westward to the Municipal boundary in Hubbards.

3. COMPOSITION

- Two (2) area Councillors; one each representing Districts 22 and 23 until November 2012; and, beginning November 2012, one (1) area Councillor representing District 13.

- Eight (8) community citizens

4. APPOINTMENTS

In considering appointments to the St. Margaret's Bay Coastal Planning Advisory Committee, the Community Council shall have regard to the following criteria:

- Willingness and ability to commit to the necessary time over a two-year period
- A holistic perspective of St. Margaret's Bay rather than a local perspective
- Knowledge of social, health, cultural, economic and environmental issues and opportunities
- Effective interpersonal and communication skills
- Ability to work effectively as a member of a team
- Ability to bring useful perspective to the deliberations and work of the Committee
- Understanding and willingness to accept the responsibility and accountability of being a member of a planning advisory committee
- Strive to achieve and maintain an appropriate balance of membership, including a mix of people with a variety of interests and perspectives on planning matters, geographic representation throughout the whole of the St. Margaret's Bay Area, age and gender and diversity.

4.1 Term of Office

- Councillor(s) – term of office
- Citizens –staggered terms for the initial appointments; four members to be appointed for three years, and four members to be appointed for two years
Subsequent appointments to be for a period of two years

Appointments shall be made by the Community Council, by Resolution.

4.2 Reappointment

Citizen appointments may be for a maximum of two (2) consecutive terms.

Citizen members may be appointed to more than two (2) consecutive terms when there are no other interested and qualified candidates.

5. ELECTION OF CHAIR/VICE-CHAIR

The Committee shall annually elect from its non-Council members a Chair and Vice-Chair.

6. MEETINGS

- The Committee shall, except for summer recess, meet at least once per month; additional meetings may be called under special circumstances as required or called by the Chair.

- A regular meeting schedule shall be determined at the start-up meeting of the Committee.
- Members shall advise the Planning Advisory Committee (PAC) Coordinator for HRM, by 12:00 noon on the day of a regular meeting, if they are unable to attend.
- Any member who fails to attend three consecutive meetings, without good reason accepted by the Chair, may be dismissed by the Community Council.
- All meetings shall be open to the public, or otherwise as allowed under Part VIII Section 218 (1) of the Halifax Charter.
- At least once per year, the Committee shall hold a joint meeting with the Western Region Community Council to generally discuss planning matters.
- With the consent of both the Community Council and the Council of the Municipality of the District of Chester, joint meetings may be held with the respective Councils and their Planning Advisory Committees to generally discuss planning matters of mutual importance to the two municipalities, respecting St. Margaret's Bay.

7. QUORUM

The quorum for regular meetings shall be 50% of the current membership.

8. RESOURCES

Coordination of the meetings and distribution of material will be the responsibility of the Planning Advisory Committee (PAC) Coordinator, HRM's Planning and Infrastructure department.

Recording services (minute-taking) for regular meetings will be provided by the Office of the Municipal Clerk.

Approved: April 23, 2012

Amended: July 23, 2012 (Revisions include: revised formatting and inclusion, under Section 8, of the Coordinator for Planning Advisory Committees' role and expansion of Composition from six citizens to eight and staggered terms for initial appointments).