

Item 6.1 –
Oct. 26/15

HALIFAX

Memorandum and Minutes Procedure

Districts 7 & 8 Planning Advisory Committee

Background Legislation

- The PAC is an advisory body to Halifax and West Community Council, as legislated under the Halifax Charter.
- The PAC is subject to the Charter, procedures of Admin Order One, the Committee's Terms of Reference, and other legislation such as conflict of interest and FOIPOP.

Minutes

- A record of minutes is kept by the Legislative Assistant (LA) and approved by the Committee. It is made available on Halifax.ca to the public and filed in the vault at City Hall. Minutes are not sent to Community Council.
- The LA is the Clerk's representative at the meeting and will also assist the Committee with the conduct of the meeting and other legislative matters.

Memorandum

- Any advice the PAC gives to Council is made in writing through the Chair, typically as a memorandum.
 - Advice is given for the 2/6 polling districts (excluding the HRM by Design area).
 - Advice is required for “planning documents”, i.e. MPS/LUB amendments, and “planning matters,” e.g. development agreement
 - Aside from providing advice on planning documents and planning matters, the PAC is also charged with hosting public meetings for MPS amendments.

Memorandum

- When a case comes to Council for a decision or recommendation, the PAC memorandum is posted to the Halifax and West Community Council's agenda page online and distributed to Community Council alongside the staff report, which will also address the PAC's recommendation.
- The memorandum provides the PAC's advice through 3 basic options
 - Approve application
 - Approve application with conditions
 - Refuse application (Vote to approve is defeated)

More information

- More detailed information can be found:
 - PAC Orientation Tool
<http://halifax.ca/commcoun/toolkit/> Link now available on Districts 7 & 8 PAC homepage.
 - HRM Board and Committee Guide (Copies available upon request).