



**DISTRICTS 7 & 8 PLANNING ADVISORY COMMITTEE
MINUTES
October 26, 2015**

PRESENT: Mr. Brenden Sommerhalder, Chair
Ms. Katherine Kitching, Vice Chair
Mr. Adam Hayter
Mr. Grant Cooke
Mr. Michael Bradfield
Councillor Jennifer Watts

REGRETS: Ms. Sunday Miller
Mr. John Czenze
Mr. Michael Haddad
Councillor Waye Mason

STAFF: Mr. Andrew Reid, Legislative Assistant

The following does not represent a verbatim record of the proceedings of this meeting.

The agenda, supporting documents, and information items circulated to the Districts 7 & 8 PAC are available online: <http://www.halifax.ca/boardscom/D78PAC/151026d78pac-agenda.php>

The meeting was called to order at 4:00 p.m., and adjourned at 5:15 p.m.

1. CALL TO ORDER

The Chair called the meeting to order at 4:00 p.m.

- Community Announcements

Mr. Hayter noted that Viva City would be held on October 27th at the World Trade and Convention Centre.

- Election of Vice Chair

This item was discussed later in the meeting. See page 2.

MOTION PUT AND PASSED.

2. TABLING OF 2015 ANNUAL REPORT

The following was before the Committee:

- The Draft 2015 Annual Report

The Chair requested that the report be approved and any additional recommendations be included prior to the report be transmitted to Halifax and West Community Council.

Mr. Bradfield questioned page 3 regarding the number of parcels of land and the civic addresses mentioned. Mr. Reid confirmed he would follow up and ensure the information to be correct.

MOVED by Mr. Haddad, seconded by Mr. Bradfield

THAT the Districts 7 & 8 Planning Advisory Committee forward the 2015 Annual Report to the Halifax and West Community Council for information.

MOTION PUT AND PASSED.

3. APPROVAL OF MINUTES – September 17 and September 28, 2015

Councillor Watts requested that her comments regarding the potential changes to alcohol licensing, which would result in eating establishment being able to serve alcohol as of right be included in the September 28, 2015 minutes. Mr. Reid confirmed the clarification could be made in the minutes.

Mr. Hayter requested additions to the September 17, 2015 Public Information Meeting including comments made by Mr. Carl Purvis in his presentation and a number of residents.

MOVED by Mr. Hayter, seconded by Mr. Haddad

THAT the approval of the minutes of September 17th be deferred pending the requested changes.

MOTION PUT AND PASSED.

MOVED by Councillor Watts, seconded by Mr. Haddad

THAT the minutes of the September 28, 2015 meeting of the District 7 and 8 Planning Advisory Committee be approved as amended.

MOTION PUT AND PASSED.

The following item was discussed at this time:

- Election of Vice-Chair

MOVED by Mr. Bradfield, seconded by Mr. Haddad

THAT Mr. Hayter be appointed as interim Vice Chair until March, 2016.

The Committee held a discussion regarding the length of their appointment terms and the re-application process. The Chair suggested that members should make their interest in the Chair position known in advance of March 2016, as his term on the Committee would be expiring. The Committee continued discussion on succession planning for the positions of Chair and Vice Chair and agreed to revisit the topic before the election of Chair occurred in March, 2016.

MOTION PUT AND PASSED.

4. APPROVAL OF THE ORDER OF BUSINESS AND APPROVAL OF ADDITIONS AND DELETIONS

MOVED by Mr. Bradfield, seconded by Ms. Kitching

THAT the agenda be approved as circulated.

MOTION PUT AND PASSED.

5. BUSINESS ARISING OUT OF THE MINUTES

6. CONSIDERATION OF DEFERRED BUSINESS

6.1 Memorandum and Minutes Procedure Review

Ms. Kitching stated it was important for the Committee to understand where information goes following PAC meetings and how it is reviewed. She questioned the review process used before conveying the PAC's recommendation to staff.

The Legislative Assistant provided a number of clarifications regarding the memorandum and minutes procedure:

- Memoranda are generated following the PAC meeting, which comprises the Committee's motion for each case dealt with.
- The memorandum has the purpose of conveying the Committee's advice to staff and Community Council.
- The memorandum is a letter on behalf of the Chair of the PAC and the Chair reviews its contents for any errors following the meeting.
- Should the Committee request that advice be changed, a motion of rescission would be required at a subsequent meeting to revisit the matter.
- The minutes from the meeting are posted publically to the Halifax website following their approval
- Planners and Councillors present at the PAC meeting are ordinarily in attendance at subsequent Council meetings and able to reference PAC minutes.

The Committee discussed the difficulty of the exercise of drafting motions, pointing out lessons learned over the past year. Members voiced support for the practice of projecting the precise wording of motions on screen before voting.

Mr. Bradfield requested more detail be included in the minutes when a planner is giving a presentation. The Legislative Assistant thanked him for his feedback and stated he could take this under consideration. He highlighted the importance of minutes being reviewed by the Committee before they are approved.

Mr. Bradfield questioned the logic of being prohibited from making a recommendation to refuse or reject a proposal. The Legislative Assistant responded that it was standard Council practice to require a positive motion be put on the floor so that the Committee's decision is clear, the Committee supports or does not support the motion.

6.2 Public Meeting Logistics

Ms. Kitching opened discussion on the PAC's preferred methods of room set up for public meetings. The following points were discussed:

- Providing the room configuration is amenable, ensure the PAC sit at a table in a visible location and be identifiable by name tags. Otherwise, the PAC is to be identified by standing at the beginning of the meeting.
- Certain members stated that the public's microphone should be situated kitty corner or facing the the audience in a semi-circle to increase interest and visibility. Other members stated that the microphone should be situated within the audience and clearly addressing the planner and PAC.
- The Committee agreed for the purposes of avoiding confusion, the applicant/presenter should be seated in the front row
- The staff planner wear a name tag and be clearly identified to avoid confusion of roles.
- The Committee discussed length of time given for the applicant to present with the Chair noting 10 minutes was used as a guideline.
- The Legislative Assistant clarified quorum is required for all public meetings.
- The Committee agreed to revisit public meeting room configuration in six months.
- The Committee suggested the applicant be given guidelines on speaking topics.

6.3 PAC Information Sharing

Ms. Kitching proposed that the Committee investigate outcomes of their recommendations to have a better understanding of their role. Mr. Cooke noted that usually the outcome would be located in the development agreement and that the document would be available before a public hearing is held. The Committee continued discussion of efforts to track the development status of cases that came before the PAC. The Legislative Assistant clarified that development agreements were not necessarily approved at the stage of the public hearing. He noted that applications often took place over a long time frame and that the Committee may determine the status of applications via each planning case's individual website. He suggested that in the next annual report, the Legislative Assistant could provide a link to the planning case's website for each item, but further action from the Clerk's Office would be outside of scope. He noted the advisory nature of the Committee. The Committee held further discussions on the planning process subsequent to the PAC's recommendation and public consultation in general.

7. CORRESPONDENCE, PETITIONS & DELEGATIONS – NONE

8. REPORTS / DISCUSSION

8.1 Draft Meeting Schedule 2016

MOVED by Mr. Bradfield, seconded Mr. Hayter

THAT the 2016 schedule be approved as presented.

The Committee agreed that a consistent meeting location was important and suggested all meetings occur at City Hall. The PAC discussed the maximum number of cases that could be handled per agenda and agreed that no more than two be considered so the Committee could adhere to the 4-6 p.m. time.

MOTION PUT AND PASSED.

- 9. ADDED ITEMS**
- 10. DATE OF NEXT MEETING – November 23, 2015**
- 11. ADJOURNMENT**

The meeting was adjourned at 5:58 p.m.

Andrew Reid
Legislative Assistant