



P.O. Box 1749  
Halifax, Nova Scotia  
B3J 3A5 Canada

**Item No.**  
**Community Planning And  
Economic Development Standing Committee**  
**December 11, 2014**

**TO:** Mayor Savage and Members of Halifax Regional Council

**SUBMITTED BY:** Original signed by:  
Bob Bjerke, Chief Planner

**DATE:** November 4, 2014

**SUBJECT:** **Amendments to Terms of Reference for the Community Design Advisory  
Committee**

---

**ORIGIN**

- March 20, 2014: Community Planning And Economic Development Standing Committee
- April 10, 2014: Community Design Advisory Committee, Staff Report "Regional Centre Plan Next Steps", dated February 25, 2014

**LEGISLATIVE AUTHORITY**

Part 1, Section 21 of the Halifax Charter

**RECOMMENDATION**

It is recommended that Community Planning And Economic Development Standing Committee recommend that Halifax Regional Council:

1. Amend the Terms of Reference to the Community Design Advisory Committee as shown in Attachment A.

## **BACKGROUND**

The Community Design Advisory Committee (CDAC) was created on October 4, 2011 through the merger of the Regional Plan Advisory Committee and the Urban Design Task force. CDAC was created to provide advice to Regional Council about RP+5 and the Centre Plan. It created efficiencies by reducing the number of Advisory Committee's from two to one.

RP+5 was adopted by Regional Council on June 25, 2014. With the successful adoption of RP+5, the role of CDAC has changed, and their focus will now shift to reviewing and providing advice on the Centre Plan project.

## **DISCUSSION**

The existing terms of reference for CDAC refer to RP+5 and require amendments to refocus the Committee in light of Council's adoption of RP+5. The scope of work that the committee will be involved in has not changed; updates are simply required to remove requirements to review RP+5 and to change the focus of the committee to reviewing the Centre Plan project.

The following sections have been changed: Purpose, Background, Purpose of the Committee, Responsibilities and Membership.

- Purpose—Housekeeping amendment to explain why CDAC was created;
- Background—Section has been rewritten to reflect the progress made in the RP+5 process and to add references to the Centre Plan that are in the revised Regional Municipal Planning Strategy (RMPS);
- Purpose of the Committee— Title is proposed to change as there already is a purpose section. Updated to refocus the committee's attention to the Centre Plan project. Specific references to the articulation of project principles are removed due to the clarity provided in Chapter 6 of the revised RMPS;
- Responsibilities—Responsibilities relating to the RP+5 process have been removed and clarity around the role of the committee with respect to efforts around consultation events has been provided; and
- Membership—Change the wording to a maximum of 14 members to reflect that the three Regional Councillors could also be the Chair(s) or designate(s) of the Transportation Standing Committee or the Environment and Sustainability Standing Committee.

These changes were reviewed with the Community Design Advisory Committee at their October 29<sup>th</sup>, 2014 meeting.

## **FINANCIAL IMPLICATIONS**

None.

## **COMMUNITY ENGAGEMENT**

None.

## **ENVIRONMENTAL IMPLICATIONS**

Implications not identified.

## **ALTERNATIVES**

1. Council may choose to keep the existing terms of reference. This is not recommended for the reasons stated in the report.

## **ATTACHMENTS**

Attachment A: Amendments to the Terms of Reference for Community Design Advisory Committee

A copy of this report can be obtained online at <http://www.halifax.ca/council/agendasc/cagenda.php> then choose the appropriate meeting date, or by contacting the Office of the Municipal Clerk at 902.490.4210, or Fax 902.490.4208.

Report Prepared by: Jennifer Chapman, Planner 1, 902.490.3999

Report Approved by: Original Signed by  
Jacob Ritchie, Urban Design Manager, 902.6510

---

**Attachment A: Amendments to the Terms of  
Reference for Community Design Advisory Committee**

The Terms of Reference for the Community Design Advisory Committee are amended by:

1. In the Purpose section:
  - a. Deleting the word "is" that follows the words "**Community Design Advisory Committee**" and replacing it with the word "was";

2. Delete the entire content of the Background section and replace with the following:  
"Effective October 18th, 2014 the Regional Plan establishes long-range, region-wide planning policies outlining where, when, and how future growth and development should take place in the municipality over the life of the Plan (to 2031).

The 2014 Regional Plan represents a revision to the municipality's first Regional Plan, adopted in 2006. The 2006 Plan has been repealed.

Since 2006, the region's population has grown to over 409,510 (Census, 2011). This growth has not occurred uniformly across the municipality, but has instead been focussed mainly in the urban communities and rural areas within commuting distance of the Regional Centre.

The 2014 Regional Plan targets at least 75% of all new housing units to be located in the Regional Centre and urban communities, with at least 25% of all new housing units within the Regional Centre by 2031. Additionally, the Plan has as a principle support for the Regional Centre as the focus for economic, cultural and residential activities in the Region.

To aid in the successful attainment of these goals within the Regional Centre, the Centre Plan project is being re-established to ensure that the population increase is supported while maintaining the success of existing neighbourhoods and remaining true to the Guiding Principles provided through the 2014 Regional Plan.

To ensure that Regional Council, through the Community Planning and Economic Development Standing Committee, has the benefit of the best possible advice and expertise in the course of the Centre Plan project, the Community Design Advisory Committee (CDAC) will continue to act on their responsibilities as defined in their Terms of Reference.;"

3. Delete the word "Purpose" from the title of the section "Purpose of the Committee" and replace it with the word "Mandate".

4. Delete the first paragraph after the title "Mandate of the Committee" and replace it with the following:

"The CDAC is a body with a two-part mandate. It reports Project progress to the Community Planning and Economic Development Standing Committee of Regional Council at key milestones, and it makes ongoing recommendations to staff regarding areas of strategic importance to the development and implementation of the Centre Plan project. The CDAC will provide a key communication and working link between Regional Council and the community, and will advise on the delivery of a public participation program for the Centre Plan."

5. Delete the words "two projects" and replace with the words "Centre Plan" in the first sentence in Item 1. *Reporting to Council of the Mandate of the Committee.*
6. Delete the words "Assist in articulation of project principles for approval by the Standing Committee and Regional Council," in Item 2. *Advising Staff of the Mandate of the Committee.*
7. Add the word "to" after the words "To provide regular reports" from Item 1 in the list of Responsibilities.
8. Delete the words "Entertain and" and capitalize the word "Encourage" from Item 5 in the list of Responsibilities.
1. 9. Delete all of Item 6 in the list of Responsibilities and replace with the following: "6. Advise staff on the strategic approach to public consultation and communication with a focus on raising the profile of the projects, and effectively representing the views and concerns of HRM citizens and stakeholders;"
9. Delete all of Item 7 in the list of Responsibilities and renumber the remaining items.
10. Add the words "a maximum" after the words "The Committee will be comprised of" in the Membership Section.
11. Delete the word "existing" and replace it with the word "former" in the fifth bullet of the Membership Section.
12. Delete the word "existing" and replace it with the word "former" in the sixth bullet of the Membership Section.