

Harbour East Community Council
February 2, 2006

TO: Harbour East Community Council

SUBMITTED BY: Gail Harnish / for
Ray DeRoche, Chair
Harbour East Planning Advisory Committee

RE: Terms of Reference - Harbour East Planning Advisory Committee

DATE: January 24, 2006

ORIGIN

Harbour East Planning Advisory Committee meeting - January 11, 2006

RECOMMENDATION

The Harbour East Planning Advisory Committee recommend that the following changes be made to their terms of reference:

- inclusion of a point under "Membership" to state "Consideration may be given to appointing a member at large should efforts to recruit a District representative be unsuccessful"; and
- change the wording of the second point under "Meetings" to state Meetings "will normally" be held (rather than "shall") on the 2nd Wednesday of each month.

The proposed amendments are shown in italics in the attached revised Terms of Reference.

ATTACHMENTS

Attachment A - Proposed Revised Terms of Reference

Additional copies of this report, and information on its status, can be obtained by contacting the Office of the Municipal Clerk at 490-4210, or Fax 490-4208.

Report prepared by: Gail Harnish, Admin/PAC Coordinator, 490-4937
Report reviewed by: Ray DeRoche, Chair

Terms of Reference

Harbour East Planning Advisory Committee Serving Harbour East Community Council

Membership

- ▶ 3 Community Council members
- ▶ 6 community citizens (one from each Harbour East Community Council District)*

* *Consideration may be given to appointing a member at large should efforts to recruit a District representative be unsuccessful.*

Appointment

Term

- ▶ Councillor - 1 year
- ▶ Residents - 2 years*

* Consideration may be given to adjusting the initial appointments in order to establish a staggered framework for re-appointment.

Except for the initial appointments, members shall be appointed from November 1 to October 31st of any year. Appointments shall be made by the Harbour East Community Council.

The committee shall annually elect from its non-council members a Chair and Vice-Chair.

Re-appointment

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

Meetings

- ▶ The Planning Advisory Committee shall, except for any summer recess, meet at least once per month; additional meetings may be held as required or called by the Chair.
- ▶ Meetings *will normally* be held on the 2nd Wednesday of each month.
- ▶ The quorum for regular meetings shall be five (5) members.
- ▶ Members shall advise the PAC Coordinator by 12 noon on the day of a regular meeting if they are unable to attend the meeting.

- ▶ Any member of the committee who fails to attend three (3) consecutive meetings, without good reason accepted by the Chair, may be dismissed by Community Council.
- ▶ All Planning Advisory Committee meetings shall be open to the public, or as allowed under Section 203 of the Municipal Government Act.
- ▶ The Planning Advisory Committee shall hold a joint meeting with the Harbour East Community Council to generally discuss planning issues and concerns at least once per year.

Remuneration

Remuneration shall be paid related to travel for attendance at meetings at rates established by Halifax Regional Municipality.

Responsibilities

- ▶ Advise the Community Council with respect to all rezoning, land use by-law amendments and development agreement applications within or affecting the jurisdiction of Harbour East Community Council.
- ▶ Advise Halifax Regional Council, via Community Council, concerning municipal planning strategy amendments within or affecting the jurisdiction of Harbour East Community Council.
- ▶ Upon recommendation of PAC and/or upon referral by Community Council, provide assistance concerning other planning issues within or affecting the jurisdiction of Harbour East Community Council.
- ▶ Hold public meetings associated with plan amendments as deemed necessary.
- ▶ The Committee shall be responsible for the act of Recording Secretary for non-regularly scheduled meetings (does not include any public meeting associated with Municipal Planning Strategy amendments).