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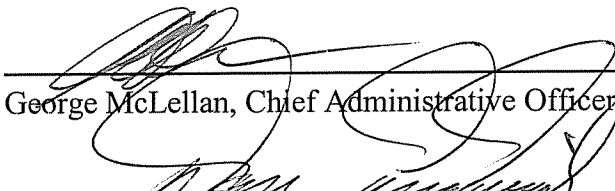


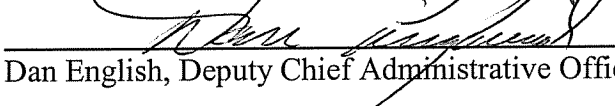
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**Halifax Regional Council**  
**May 17, 2005**

**TO:** Mayor Peter Kelly and Members of Regional Council

**SUBMITTED BY:**

  
George McLellan, Chief Administrative Officer

  
Dan English, Deputy Chief Administrative Officer

**DATE:** May 2, 2005

**SUBJECT:** District 12 Planning Advisory Committee Terms of Reference

**ORIGIN**

- District 12 Planning Advisory Committee (PAC) recommendation to Peninsula Community Council - February 28, 2005
- Peninsula Community Council recommendation to Regional Council - April 11, 2005

**RECOMMENDATION**

It is recommended that Regional Council:

1. Revise the terms of reference for the District 12 Planning Advisory Committee to increase the number of community citizens by one (from five to six) as shown in bold in Attachment A.

The District 12 PAC recommended that its terms of reference be amended to provide for one additional community citizen. The basis for the recommendation was:

- the small number of members often makes it difficult to achieve a quorum
- issues dealt with by the Committee are significant to HRM and an additional member will help to ensure the Committee is more representative
- an additional member would provide expertise/a different viewpoint
- there was one additional person interested in serving on the Committee when the last appointment was made

The Peninsula Community Council endorsed the recommendation of the PAC to amend the terms of reference to provide for one additional member, and requested that staff forward the matter to Regional Council with a recommendation regarding the proposed amendment.

### **DISCUSSION**

Revisions to the District 12 PAC have to be approved by Peninsula Community Council and Halifax Regional Council. Revised terms of reference are attached which show the proposed amendment to increase the number of community citizens by one from five to six. Staff sees no difficulty with the requested amendment.

### **BUDGET IMPLICATIONS**

The funding exists within the Municipal Clerks' budget (A121-2101) to fund the incremental local travel charges associated with this recommendation.

### **FINANCIAL MANAGEMENT POLICIES / BUSINESS PLAN**

This report complies with the Municipality's Multi-Year Financial Strategy, the approved Operating, Capital and Reserve budgets, policies and procedures regarding withdrawals from the utilization of Capital and Operating reserves, as well as any relevant legislation.

### **ALTERNATIVES**

- Revise the terms of reference for the District 12 Planning Advisory Committee to increase the number of citizens to six, as shown in bold in Attachment A. This is the recommendation.
- Not approve the revised terms of reference to increase the membership by one citizen.

**ATTACHMENTS**

**Attachment A: District 12 PAC 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, Planning & Development Services, 490-4937

Report Reviewed by: Kellea Reiden, May 9/05.  
Kellea Reiden, CMA, Financial Consultant, 490-6267

Report Approved by: Paul Dunphy  
Paul Dunphy, Director of Planning and Development Services

**Attachment A**

**PROPOSED**  
**March 30, 2005**

**Terms of Reference**  
**District 12 Planning Advisory Committee**

The District 12 Planning Advisory Committee is established to advise Peninsula Community Council and Regional Council on specific matters (defined below). The following terms of reference provide the basis for the committee.

**Membership**

- ▶ Councillor for District 12
- ▶ 5 6 community citizens, at-large with residency in Halifax Regional Municipality

**Appointment**

- ▶ Term
  - Councillor - term of office
  - Residents - two years

Appointments shall be made by the Peninsula Community Council and Regional 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.

**Responsibilities**

- ▶ Advise the Community Council, and Regional Council, where appropriate, with respect to all rezoning, land use by-law amendments and development agreement applications within or affecting Polling District 12.
- ▶ Advise Halifax Regional Council, via Community Council, concerning municipal planning strategy reviews and amendments within or affecting District 12.
- ▶ Advise Community Council with respect to other planning issues within or affecting Polling District 12.

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- ▶ Hold public meetings associated with plan amendments as deemed necessary.
- ▶ Participate with Developers, in conjunction with Municipal Staff, in the preparation of design plans for major developments, including redevelopment of the Cogswell Street interchange and major developments along the Halifax Waterfront.

### **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 shall be held on the fourth Monday of each month.
- ▶ The quorum for regular meetings shall be three (3) 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 Peninsula Community Council to generally discuss planning issues and concerns at least once per year.
- ▶ 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).

### **Remuneration**

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