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Item No. 11.2.1
Halifax Regional Council
December 2, 2014

TO: Mayor Savage and Members of Halifax Regional Council

SUBMITTED BY: Original Signed

 Councillor Lorelei Nicoll, Chair
Community Planning and Economic Development Standing Committee

DATE: November 24, 2014

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

ORIGIN

Community Planning and Economic Development Standing Committee meeting of November 13, 2014.

LEGISLATIVE AUTHORITY

Section 21 of the Halifax Charter regarding Standing, Special, and Advisory Committees.

The Committee's Terms of Reference – Section 3.1 Oversight of HRM's Regional Plan and Regional Planning Initiatives

RECOMMENDATION

The Community Planning and Economic Development Standing Committee recommends Halifax Regional Council amend the Terms of Reference to the Community Design Advisory Committee as shown in Attachment A of this report.

BACKGROUND

At the November 13, 2014 meeting of the Community Planning and Economic Development Standing Committee, a staff report was submitted recommending the terms of reference for the Community Design Advisory Committee (CDAC) be amended to reflect the shift in focus the Committee is taking as a result of Council's adoption of the RP+5.

DISCUSSION

The CDAC was created to advise Council on the review of the Regional Plan and the Centre Plan project. Council approved RP+5 on June 25, 2014, and the Committee's focus is now on reviewing the Centre Plan. Staff has proposed amendments to the terms of reference which emphasize the Centre Plan project, and removes requirements to review RP+5. The Standing Committee recognizes the shift in the Committee's role to the Centre Plan project and, therefore, supports the staff recommendation to amend the Terms of Reference.

During the Standing Committee's discussion, an error was noted in the staff report as follows: page 2, under the 'Discussion' section, the 'Membership section does not include the Community Planning and Economic Development Standing Committee as appointing their Chair or designate to the Community Design Advisory Committee. Staff advised the Standing Committee that this was an oversight and that the proposed amended Terms of Reference would be revised accordingly should Council approve the recommendation.

FINANCIAL IMPLICATIONS

None.

COMMUNITY ENGAGEMENT

The Community Planning and Economic Development Standing Committee is a Committee of Regional Council comprised of six Councillors. The meetings are open to the public and the Committee's agendas, minutes, and reports can be viewed at Halifax.ca.

ENVIRONMENTAL IMPLICATIONS

None.

ALTERNATIVES

The Committee did not provide Alternatives.

ATTACHMENTS

Attachment A: Revised Terms of Reference for the Community Design Advisory Committee
Attachment B: Staff Report dated November 4, 2014.

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 490-4210, or Fax 490-4208.

Report Prepared by: Sheilagh Edmonds, Legislative Assistant

Halifax Regional Municipality

COMMUNITY DESIGN ADVISORY COMMITTEE

Terms of Reference
December 2014

Purpose:

The **Community Design Advisory Committee** was established to advise the Community Planning and Economic Development Standing Committee of Regional Council on the development and implementation of two initiatives of regional significance:

- The Regional Plan 5 Year Review, and;
- The Centre Plan project, including the creation of a new Regional Centre Secondary Municipal Planning Strategy, and a new Regional Centre Land Use Bylaw.

Background:

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.

Mandate of the Committee

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.

1. *Reporting to Council:*

At key project milestones the Community Design Advisory Committee will make information or recommendation reports on the Centre Plan to Regional Council through the Community Planning and Economic Development Standing Committee. This reporting relationship will ensure that the Standing Committee and Regional Council remain apprised of the status of the projects and are given the opportunity for their incremental approval.

2. *Advising Staff:*

The Community Design Advisory Committee will advise the staff project team on:

- Public consultation strategies;
- Communications strategies, newsletters, website, media;
- Other matters as they arise.

Responsibilities:

1. To provide regular reports to Community Planning and Economic Development Standing Committee on overall progress of the projects.
2. To provide regular feedback and advice to the staff project team.
3. To meet with staff team at a frequency that is sufficient to achieve project goals and meet the time-line that has been established for completion of the projects.
4. Abide by HRM's rules and procedures affecting the business of Boards and Committees as outlined in Administrative Order 1.
5. Encourage participation from stakeholders through the consultation events outlined in the consultant team's work plan, as well as additional events as required;
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.
7. To review and make recommendations to the Community Planning and Economic Development Standing Committee on the deliverables of the Centre Plan project, and;
8. Be subject to the government of Nova Scotia's Freedom of Information and the Municipal Conflict of Interest Act.

Membership:

The Committee will be comprised of a maximum of 14 members as follows:

- The Chair, or designate, of the Community Planning and Economic Development Standing Committee (1);
- The Chair, or designate, of the Transportation Standing Committee (1);
- The Chair, or designate, of the Environment and Sustainability Standing Committee (1);
- Three Regional Councillor whose districts lie within the Regional Centre (3);
- The Chair of the former Regional Plan Advisory Committee (1);
- The Chair of the former Urban Design Task Force (1);
- A citizen-at-large appointed from the Community Design sector (includes architecture, urban design, and city planning) (1);
- A citizen-at-large appointed from the Environmental sector (1);
- A citizen-at-large appointed from the Regional Centre Land Development/Business sector (1)

- A citizen-at-large appointed from the Social/Cultural sector (1), and;
- A citizen-at-large appointed from the Public Health sector (1).
- A citizen-at-large appointed with no sector-specific expertise required (1).

Selection Criteria:

After the *primary* membership criteria above has been met, the citizen-at-large applicants will be evaluated according to the following *secondary* selection criteria:

- individuals who will contribute to a CDAC that is equitably represented across geographic communities as well as across communities of interest.
- individuals demonstrating a willingness and ability to commit to the three-year term of the projects, including some evening meetings.
- individuals bringing specific skills and experience related to the responsibilities outlined in this terms of reference.

The nominating body for all appointments (except as provided for by virtue of their positions) shall be the Community Planning and Economic Development Standing Committee of Council with final appointment to be made by Regional Council. All members serve at the pleasure of Regional Council.

Appointments

The term of appointment shall be as follows

- Councillors who are chairs/designates of Standing Committees – at the pleasure of the Standing Committee
- Councillor whose district lies within the Regional Centre – Three (3) year terms.
- Citizens-at-large – Three (3) year terms.

Chair and Vice-Chair:

The Community Design Advisory Committee shall elect from its non-council member(s) a chair and vice-chair position.

The role of the Chair, in whole or part, can and will be shared with or delegated to the Vice-Chair. The Chair (Vice Chair) is an impartial individual who guides the process and facilitates meetings. The Chair (Vice Chair) will keep the group focused on the agreed-upon task, suggest alternative methods and procedures, and encourage participation by all committee members. The Chair (Vice Chair) will work with staff in preparing agendas and meeting summaries, and guide in drafting products and summaries of the committee. The Chair (Vice Chair) will act on behalf of the Committee as spokesperson to Council and the media as required.

Meetings:

Meetings will be held monthly (or at a frequency that is necessary to conduct the business of the Committee). A regular meeting schedule will be determined at the start-up meeting for the Committee. In addition to regular Committee meetings, additional means of communication will be necessary to conduct the business of the group.

Quorum:

The quorum for regular meetings shall be five (5), with one (1) member being a Councillor.

Procedure

Meetings shall follow the rules of order (Administrative Order #1) approved by Council, as amended from time to time.

Decision Making

Decisions about what to recommend to the Community Planning and Economic Development Standing Committee will be made by motion and vote of the committee and minority reports may be submitted if any member wishes to do so.

Resources

The Municipal Clerks Office will provide staff resources to the Community Planning Advisory Committee.

These Terms of Reference for the Community Design Advisory Committee were approved by the HRM Regional Council on: October 4, 2011

Revised by Halifax Regional Council on: July 23, 2013

Revised by Halifax Regional Council on: (to be completed once approved)



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

Item No.
Community Planning And
Economic Development Standing Committee
November 13, 2014

TO: Mayor Savage and Members of Halifax Regional Council

SUBMITTED BY: Original Signed

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 29th, 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/agenda.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

Original Signed

Report Approved 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.

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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.