

**TERMS OF REFERENCE
HARBOUR EAST-MARINE DRIVE COMMUNITY COUNCIL
PLANNING ADVISORY COMMITTEE**

Serving the portion of District 3 that is located within Portland Hills Drive incorporated into the Harbour East-Marine Drive Community Council.

1. **Membership**

- Up to six (6) members shall be appointed from the subject community, as is consistent with the policies of the Dartmouth Municipal Planning Strategy. These members may be recruited on the basis of specific skills and expertise that contribute to balanced representation and good governance of the planning process.

2. **Appointment**

- **Term of Appointment**
The Committee shall be dissolved when its report and recommendations have been tabled with the Harbour East-Marine Drive Community Council.
- Appointments shall be made by the Harbour East-Marine Drive Community Council.
- The Committee shall elect a Chair and Vice- Chair.

3. **Duties**

- To advise the Harbour East-Marine Drive Community Council with respect to the preparation of a Development Agreement or amendment to the Existing Development Agreement for Portland Hills, in accordance with the Comprehensive Development District (CDD) policies of the Dartmouth Municipal Planning Strategy and Land Use By-law requiring a public participation committee.

4. **Additional Duties**

- The Committee shall provide a public forum in which the landowner/developer, HRM staff and appointed citizens collaborate to comment and review the development proposal.
- The Committee shall ensure that property owners and interested parties have adequate opportunities to participate and express their opinion.
- Members shall advise the Chair by twelve noon on the day of a regular meeting if they are unable to attend any scheduled meetings.

5. **Meetings**

- The Committee shall meet at least once per month or as required to conduct business of the Committee.
- Additional meetings may be scheduled at the discretion of the Chair in consultation with staff.
- The quorum for regular meetings shall be in accordance with Section 132 of Administrative Order One, the *Procedure of Council Administrative Order*, Quorum of Committee.
- Any member of the Committee who fails to attend three (3) consecutive meetings, without having been excused by the Committee shall vacate the member's seat in accordance with subsection 3 of section 125 of Administrative Order One, the *Procedure of Council Administrative Order*, and subsection 1 of section 22 of the *Halifax Regional Municipality Charter*.
- All Planning Advisory Committee meetings shall be open to the public, or as allowed under Part VII Section 218 (1) of the *Halifax Regional Municipality Charter*.

6. **Procedure**

- Meeting procedures shall be governed by the HRM Administrative Order One, the *Procedure of Council Administrative Order*, as it relates to Committee procedures.

7. **Remuneration**

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

8. **Resignation**

- Member may resign from the Committee at any time in accordance with Section 125 of Administrative Order One, the *Procedure of Council Administrative Order, Vacating of Position on Committee*.

Approved by Harbour East-Marine Drive Community Council on June 8, 2017