



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

Item No. 14.2.1
Halifax Regional Council
May 31, 2016

TO: Mayor Savage and Members of Halifax Regional Council

Original Signed

SUBMITTED BY: _____
Councillor Linda Mosher, Chair, Audit & Finance Standing Committee

DATE: May 20, 2016

SUBJECT: Western Common Advisory Committee

ORIGIN

May 11, 2016 meeting of the Audit & Finance Standing Committee, Item No. 12.1.2

LEGISLATIVE AUTHORITY

Audit & Finance Standing Committee Terms of Reference section 3.8, which states "to review and make recommendations on proposals coming to Halifax Regional Council outside of the annual budget or tender process including but not limited to:

- New Programs or services not yet approved
- Programs or services that are being substantially altered
- Proposed changes in operating or budget items
- Committing of funds where there is insufficient approved budget, or,
- New or increased capital projects not included in the approved budget
- Increases in project budget due to cost sharing
- Creation or modification of reserves and withdrawals not approved in the approved budget

RECOMMENDATION

It is recommended by the Audit & Finance Standing Committee that Halifax Regional Council approve funding for the Western Common Advisory Committee from Account A121 and adopt Administrative Order 2016-001-GOV as set out in Attachment 1 of the staff report dated April 21, 2016.

BACKGROUND

A staff report dated April 21, 2016 pertaining to proposed Administrative Order 2016-001-GOV, Respecting an Advisory Committee for the Western Common was before the Audit & Finance Standing Committee for consideration at its meeting held on May 11, 2016.

For further information, please refer to the attached staff report dated April 21, 2016.

DISCUSSION

The Audit & Finance Standing Committee considered the staff report dated April 21, 2016 at its meeting held on May 11, 2016 and forwarded the staff recommendation to Halifax Regional Council as outlined in this report.

FINANCIAL IMPLICATIONS

As outlined in the attached staff report dated April 21, 2016.

RISK CONSIDERATION

As outlined in the attached staff report dated April 21, 2016.

COMMUNITY ENGAGEMENT

All meetings of the Audit & Finance Standing Committee are open to the public. The agenda and reports are provided online in advance of the meeting.

ENVIRONMENTAL IMPLICATIONS

Not applicable.

ALTERNATIVES

The Audit & Finance Standing Committee did not discuss alternatives.

ATTACHMENTS

1. Staff report dated April 21, 2016

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: Liam MacSween, Legislative Assistant, 902.490.6521.

P.O. Box 1749
Halifax, Nova Scotia
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Item No. **12.1.2**
Audit & Finance Standing Committee
May 11, 2016

TO: Chair and Members of Audit & Finance Standing Committee

SUBMITTED BY: Original Signed _____
John Traves, Q.C. Acting Chief Administrative Officer

Original Signed _____
Brad Anguish, Director Parks & Recreation

DATE: April 21, 2016

SUBJECT: Western Common Advisory Committee

ORIGIN

- July 21, 2015 Halifax Regional Council motion:

MOVED by Councillor Karsten, seconded by Councillor Rankin that Regional Council:

1. Direct staff to draft an Administrative Order to create an advisory committee to advise Council through the Halifax and West Community Council on the implementation of the Western Common Master Plan, and that Regional Council approve the terms of reference of the Advisory Committee through adoption of the Administrative Order.
2. The terms of reference to reflect a mandate to advise, monitor and report on the phased development of the Western Common.
3. The composition to be made up to a maximum of 8 members nominated by Halifax and West Community Council and appointed by Regional Council in accordance with the Public Appointment Policy adopted by Regional Council.
4. To meet no less than twice annually and to provide an annual progress report through the HWCC on the community perspective on the implementation of the Western Common.
5. To refer the recommendation to the Audit & Finance Standing Committee to determine, on the recommendation of staff, a source of funding for support of the Committee.

AMENDED MOTION PUT AND PASSED UNANIMOUSLY

LEGISLATIVE AUTHORITY

Halifax Regional Municipality Charter, Section 23: Citizen Advisory Committees

The Council may establish, by policy, citizen advisory committees which shall advise the Council, as directed by the Council.

RECOMMENDATION

It is recommended that Audit & Finance Standing Committee recommend that Halifax Regional Council approve funding for the Western Common Advisory Committee from Account A121 and adopt Administrative Order 2016-001-GOV as set out in Attachment 1.

BACKGROUND

The Western Common was created as a result of Regional Council's adoption of the planning for the Western Common study in 1999. That study identified multiple public priorities for the Western Common lands including:

1. Hosting the Regional Waste Resource Landfill
2. Public Recreation
3. Wilderness and ecological protection
4. Protection of cultural resources
5. Transportation routes
6. Possible future growth in business parks and residential communities.

In accordance with the 1999 study, Council directed staff to refine the conceptual plan in 2008 through a more detailed examination of the lands and the public objectives. This was based on the reality of transportation issues, possible need for future expansion of the Waste Resource Facility, and community and economic growth objectives contained in the 2006 Regional Plan and Business Park Functional Plan. The resulting master plan was adopted by Regional Council in 2010. It is predicated on an Integrated Resource Management approach, recognizing the refined goals of the Western Common is to provide:

1. A place for the Regional Waste Resource Facility to deal effectively with the municipality's waste needs without undue hardship on host communities.
2. Lands for wilderness recreation, protection of water quality of the Nine Mile and Prospect River watersheds, preservation of cultural landscapes and to sustain biodiversity and natural connections to other public open spaces through the Western Common Regional Park.
3. Possible future business park expansion at Ragged Lake Business Park to aid in economic development of the Region.

Each of these three goals for the Western Common impacts how the Municipality is to achieve the other. Integrated Resource Management is a common approach where multiple and sometimes diverse public objectives exist and there is a desire to find the best sustainable balance for all.

At the May 31, 2010 meeting of Western Region Community Council, a motion was passed "that the Western Region Community Council recommend that Halifax Regional Council approve, in principle, the Western Common Wilderness Common Master Plan as attached to the Western Common Wilderness Advisory Committee report dated May 13, 2010."

Subsequently, at its June 15, 2010 meeting, Regional Council approved "the Western Common Wilderness Common Master Plan as recommended in the Western Common Wilderness Advisory Committee report dated May 13, 2010." This established the Western Common Wilderness Common Master Plan as guidance in future development of the Western Common.

At the July 21, 2015 meeting, Regional Council directed the creation of an advisory committee to advise Council on the implementation of the Western Common Master Plan. The Western Common Wilderness Common Master Plan approved in 2010 is the document Regional Council referred to in their direction to staff on July 21, 2015.

Since the creation of the advisory committee was not previously budgeted and results in a new program, funding for the Committee would need to be approved by the Audit and Finance Standing Committee, pursuant to the Committee's Terms of Reference. Therefore, Regional Council's July 21, 2015 motion included direction for staff to obtain confirmation of the funding source for the Committee from the Audit and Finance Standing Committee.

DISCUSSION

Generally, the creation of the Western Common Advisory Committee is meant to:

1. Monitor development of the public park component of the Western Common Regional Park in accordance with the master plan and, as identified under the Halifax Regional Municipal Planning Strategy; and
2. Contribute the Wilderness and Park perspective as part of an Integrated Resource Management approach for the entire Western Common as envisioned both in the 1999 and 2010 plans.

The scope and draft terms of reference for the Committee are defined in Proposed Administrative Order 2016-001-GOV (Attachment 1). The proposed terms of reference have been designed to ensure that the mandate of this Committee does not undermine or duplicate the mandate of the Otter Lake Community Monitoring Committee which is tasked with monitoring the operation of the Otter Lake facility.

Pursuant to the Administrative Order, the Committee will advise Regional Council and be supported by the Municipal Clerk's Office which, and as a result will incur operating costs. The cost of establishing an ongoing HRM advisory committee is estimated to be up to \$16,000 annually. This includes approximately \$10,000 of existing staff time. The other components include:

- o Administrative and Legislative Support to Committee:
 - Agenda and Meeting coordination support by Legislative Assistant – annual estimate \$2,000
 - Contract Legislative Support \$225/meeting – annual estimate \$2,000
- o Space/equipment rental – \$200/meeting – annual estimate \$2,000

FINANCIAL IMPLICATIONS

The added costs for administrative and legislative Support to the Committee of \$6,000 could result in an over expenditure in the Municipal Clerk's Office. The cost for one committee can be addressed in the corporate budget for the CAO business unit in 2016/17. However, as additional committees are formed this item will need to be considered as a pressure for future operating budgets.

RISK CONSIDERATION

There are no significant risks associated with the recommendation in this report. The risks considered rate Low.

To reach this conclusion, consideration was given to operational risks. Council's direction in terms of the scope and terms of reference for the Committee has been defined in Proposed Administrative Order 2016-001-GOV.

COMMUNITY ENGAGEMENT

Creation of the Western Common Advisory Committee is a recommendation contained within the 2010 Western Common Wilderness Plan and is in keeping with Council's policies on public consultation.

ENVIRONMENTAL IMPLICATIONS

There are no environmental implications associated with the creation of this advisory committee.

ALTERNATIVES

Audit & Finance Standing Committee could recommend that Regional Council amend Administrative Order 2016-001-GOV.

ATTACHMENTS

Attachment 1 – Proposed Administrative Order 2016-001-GOV
Attachment 2 – Map of the Proposed Western Common Regional Park

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: Peter Bigelow, Policy and Planning Manager Parks and Recreation,
902.476.4016

Report Approved by: Original Signed
Denise Schofield, Manager, Program Support Services, Parks and Recreation,
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Report Approved by: Original Signed
Kevin Arjoon, Municipal Clerk, 902.490.6456

Report Approved by: Original Signed
Mallik Ward, QC, A/Director of Legal, Insurance and Risk Management Services,
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Financial Approval by: Original Signed
Amanda Whitewood, Director of Finance and Information Technology/CFO,
902.490.6308

Attachment 1

**ADMINISTRATIVE ORDER NUMBER 2016-001-GOV
RESPECTING THE ADVISORY COMMITTEE ON THE WESTERN COMMON**

WHEREAS the Halifax Regional Municipality has established the Western Common for the purposes of public recreation, wilderness and heritage protection, future business park development and hosting the Otter Lake Solid Waste Resource Facility;

AND WHEREAS the Halifax Regional Municipality has approved the creation of a Regional Park within the Western Common through the Regional Municipal Planning Strategy;

AND WHEREAS the Halifax Regional Municipality approved the Western Common Wilderness Common Master Plan on June 15, 2010 as guidance for the future of the Western Common Park;

AND WHEREAS the Halifax Regional Municipality wishes to establish a committee to provide advice to Regional Council on the development, operation and protection of the Western Common Park;

BE IT RESOLVED AS AN ADMINISTRATIVE ORDER of the Council of the Halifax Regional Municipality under the authority of the *Halifax Regional Municipality Charter*, as follows:

Short Title

1. This Administrative Order may be known as the *Western Common Advisory Committee Administrative Order*.

Interpretation

2. In this Administrative Order,

(a) "Committee" means the Western Common Advisory Committee;

(b) "Community Council" means Halifax and West Community Council;

(c) "Council" means the Council of the Halifax Regional Municipality;

(d) "Master Plan" means the Western Common Wilderness Common Master Plan;

(e) "Municipality" means the Halifax Regional Municipality;

(f) "Park" means the Western Common Regional Park;

(g) "Western Common" means those lands identified as such in the Western Common Wilderness Common Master Plan; and

(h) "Wilderness Common" means those lands identified as such in the Western Common Wilderness Common Master Plan.

Purpose

3. The purpose of this Administrative Order is to establish the terms of reference under which the Western Common Advisory Committee will advise Council on the development and operation of the Western Common.

The Western Common Advisory Committee

4. There is hereby established an Advisory Committee on the Western Common.

The Western Common

5. The Municipality's management of the Western Common will be guided by the following objectives:

- (a) the protection of valuable ecological and cultural assets;
- (b) the provision of access to sustainable wilderness recreation through improvements and programs;
- (c) the location of Otter Lake Regional Waste Facility; and
- (d) the possible expansion of the Ragged Lake Business Park.

Duties of the Committee

6. The Committee shall monitor the phased development of the Western Common and advise Council, through the Halifax and West Community Council, on the community perspective of the implementation of the Master Plan as follows:

- (a) the Committee shall advise Council on detailed planning and development of the Park; and
- (b) the Committee shall advise Council on environmental sustainability in the Park, including:
 - (i) public access and wilderness recreation programming;
 - (ii) impact of land uses, within and adjacent to the Western Common, on the Park;
 - (iii) ecological diversity and connectivity;
 - (iv) cultural landscapes; and
 - (v) park operational matters.

Administrative Order One

7. Except as herein provided, the provisions of Administrative Order One, Respecting the Procedures of Council, shall apply to the Committee.

Public Appointment Policy

8. Except as herein provided, the provisions of the Public Appointment Policy shall apply to the Committee.

Membership

9. The nominating body for membership on the Committee shall be the Halifax and West Community Council.

10. The Committee shall be comprised of eight (8) members as follows:
- (a) one (1) representative of the local business community;
 - (b) one (1) member of the public with demonstrated knowledge of public recreation and trails;
 - (c) one (1) member of the public with demonstrated knowledge in applied ecological sciences;
 - (d) one (1) member of an environmental Non-Government Organization (NGO);
 - (e) one (1) member resident of the community of Goodwood/Hatchet Lake;
 - (f) one (1) member resident of Beechville/Timberlea; and
 - (g) two (2) members at large with an interest in the furtherance of the Park.

Term of Membership

11. At its initial creation, three members of the Committee shall be appointed for a term of one year and four members for a term of two years, after which all appointments shall be for a term of two years.

Reporting

12. The Committee Chair shall, with the assistance of staff, submit a written report to the Halifax and West Community Council in accordance with section 6 at least once annually.

Sub-Committees

13. The Committee may appoint sub-committees, consisting of members of the Committee, to report to the Committee on matters that the Committee determines require further investigation.

14. The Committee shall appoint one of its members to chair the sub-committee at the time it constitutes the sub-committee.

15. Sub-committees shall report directly to the Committee.

Meetings

16. The Committee shall meet no less than twice annually or otherwise as required to fulfill the duties as outlined.

17. The Chair, in consultation with staff of the Office of the Municipal Clerk, shall be responsible for calling all meetings of the Committee and for setting the agenda.

General

18. For greater certainty, the Committee does not report to the Community Planning & Economic Development Standing Committee or the Environment and Sustainability Standing Committee, unless otherwise directed by Council.

19. In the absence of the Chair, the members of the Committee may select a member to chair a meeting.

Done and passed in Council this day of April, 2016.

Mayor

Municipal Clerk

I, Kevin Arjoon, Municipal Clerk of the Halifax Regional Municipality, hereby certify that the above-noted Administrative Order was passed at a meeting of Halifax Regional Council held on June 10, 2014.

Kevin Arjoon, Municipal Clerk

Notice of Motion: —, 2016
Approval: —, 2016

