

HALIFAX

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Item No. 15.1.2
Halifax Regional Council
January 14, 2020

TO: Mayor Savage and Members of Halifax Regional Council

SUBMITTED BY:

Original Signed by 

Jacques Dubé, Chief Administrative Officer

DATE: October 31, 2019

SUBJECT: **The Adoption Process for the Centre Plan (Package B) - Amendments to Board and Committee Administrative Orders and Terms of Reference**

ORIGIN

- On September 18, 2019, Regional Council passed the following motions regarding Item No. 12.1:
 20. Direct the Chief Administrative Officer to prepare amendments to the various committee Terms of Reference as appropriate, to establish the Community Design Advisory Committee, the Community Planning and Economic Development Standing Committee, the Heritage Advisory Committee, the Halifax and West Community Council, and the Harbour East – Marine Drive Community Council as the only advisory bodies to the planning process for the Regional Centre Plan Package B area, and return to the Council or the necessary body for consideration, with an amendment to add “the Design Review Committee” after “Community Design Advisory Committee;”.

LEGISLATIVE AUTHORITY

- *Halifax Regional Municipality Charter (HRM Charter)*, Part I, The Municipality, Sections 20, 21, and 23
- *HRM Charter*, Part III, Powers, Sections 58 and 59

RECOMMENDATION

It is recommended that Halifax Regional Council adopt amendments to:

- (a) *The Regional Watersheds Advisory Board Terms of Reference*, as set out in Attachment B of this report;
- (b) Schedules 5 and 6 of Administrative Order 1, *The Procedures of the Council Administrative Order*, respecting the Environment and Sustainability Standing Committee, and the Executive Standing Committee, as set out in Attachment D of this report; and
- (c) the *Advisory Committee on Accessibility Administrative Order*, as set out in Attachment F of this report.

BACKGROUND

On September 18, 2019, Regional Council approved the Regional Centre Secondary Municipal Planning Strategy (Plan) and the Regional Centre Land Use By-law (LUB), which will regulate land use and development for lands within the Package A area of the Regional Centre. The documents came in effect on November 30, 2019. The planning process included extensive analysis of the Regional Centre's physical, social and economic structure, and community consultation, which consisted of several distinct phases of public engagement sessions. As part of the adoption process of the Regional Centre Plan (Package A), Council directed the Chief Administrative Officer to simplify and streamline the adoption process for Centre Plan Package B. This staff report presents for Regional Council's consideration, required amendments to several Terms of Reference and Administrative Orders of various committees to address the September 18, 2019 motion. These boards and committees are:

- Regional Watershed Advisory Board (RWAB);
- Environment and Sustainability Standing Committee (ESSC);
- Accessibility Advisory Committee (AAC); and
- Executive Standing Committee (ESC).

DISCUSSION

Regional Centre Plan (Package A) Adoption Path – Process Complexities

The Regional Centre Plan project was initiated by Regional Council in January 2015. An adoption process for the planning documents was not specified at that time, and no specific amendments to Administrative Orders or Terms of Reference for the various advisory and Standing Committees of Council with jurisdiction over planning matters were identified or initiated to clarify the details of the adoption process. Although the Community Design Advisory Committee (CDAC) was appointed by Council to serve as the main advisory body for the Centre Plan project, the adoption path required staff to seek formal recommendations from all applicable committees and boards that have an advisory role for any planning-related matters or other major initiatives.

The requirement to present Package A to multiple advisory bodies resulted in extending the adoption path timeline over a five-month period and requiring extensive staff, Council and committee resources. In total nine committees, two Community Councils, the Committee of the Whole and Regional Council were part of the adoption process for Package A. While outreach and feedback from the various committees can be valuable to the project, it is not efficient to involve nine (9) committees in the same level of review as was undertaken by CDAC, the Community Planning and Economic Development Standing Committee (CPED), and Heritage Advisory Committee (HAC).

Regional Centre Plan (Package B)

Staff are currently preparing to engage the community and present for Council's consideration planning documents for Package B lands. This will include policies and provisions relating to:

- Downtown Halifax;
- Established Residential areas;
- Employment Lands (Institutional, Industrial, and Commercial);
- Water Access Lands (water lots); and
- Parks and Open Space lands.

Based on Regional Council's direction, the following committees are proposed to be the only advisory bodies to Regional Council for the Centre Plan Package B adoption process:

- Community Design Advisory Committee (CDAC);

- Heritage Advisory Committee (HAC);
- Design Review Committee (DRC);
- Community Planning and Economic Development Standing Committee (CPED);
- Halifax and West Community Council (HWCC);
- Harbour East – Marine Drive Community Council (HEMDCC); and
- Regional Centre Community Councils (RCCC) (once established).

Proposed Changes to Boards and Advisory Committees

Simplifying the adoption process for Package B requires amendments and updates to current Terms of Reference and Administrative Orders for specific boards and committees with the intent of clarifying their duties and responsibilities with regards to the formal Centre Plan adoption process. The proposed changes to the Administrative Orders and Terms of Reference documents include exemptions for the adoption of the Regional Centre Secondary Municipal Planning Strategy and Land Use By-law, and any necessary amendments to existing planning documents resulting from them.

Should Council approve the proposed changes, contained in Attachments B, D and F, this does not preclude staff from consulting with committees as part of the Package B consultation program. Those committees will continue to advise Council on other planning matters relating to planning applications, such as site-specific plan amendments and development agreement applications, as identified in their Terms of Reference.

FINANCIAL IMPLICATIONS

There are no anticipated budget implications resulting from the report recommendations. Changes to the Administrative Orders can be accommodated through the existing Planning and Development operating budget. Details relating to policy directions are included in the staff report, dated April 3, 2019.¹

COMMUNITY ENGAGEMENT

An extensive public engagement program was undertaken in preparing the Regional Centre Plan (Package A). A summary of this program is included in the staff report, dated April 3, 2019. Details can also be found at <https://www.shapeyourcityhalifax.ca/centre-plan>.

ENVIRONMENTAL IMPLICATIONS

There are no anticipated environmental implications related to the report recommendations.

ALTERNATIVES

Halifax Regional Council may choose to:

1. Approve with modifications the proposed changes to the Regional Watersheds Advisory Board (RWAB) Terms of Reference contained in Attachments B of this report. This may require a subsequent report for Council's consideration depending on the extent of changes Council directs.

¹ Staff Report is available at: <https://www.halifax.ca/sites/default/files/documents/city-hall/regional-council/190618cow4i.pdf>

2. Refuse the proposed amendments to the Regional Watersheds Advisory Board (RWAB) Terms of Reference. This is not recommended as it will not allow for a streamlined adoption path of Package B.
3. Approve with modifications the proposed amendments to Administrative Order 1, *The Procedures of the Council Administrative Order*, contained in Attachment D. This may require a subsequent report with a new draft Administrative Order for Council's consideration depending on the extent of changes Council directs.
4. Refuse the proposed amendments to Administrative Order 1, *The Procedures of the Council Administrative Order*. This is not recommended as it will not allow for a streamlined adoption path of Package B.
5. Approve with modifications the proposed amendments to Administrative Order 2017-005-GOV, *Respecting the Advisory Committee on Accessibility in the Halifax Regional Municipality*, contained in Attachment F. This may require a subsequent report with a new draft Administrative Order for Council's consideration depending on the extent of changes Council directs.
6. Refuse the proposed amendments to Administrative Order 2017-005-GOV, *Respecting the Advisory Committee on Accessibility in the Halifax Regional Municipality*. This is not recommended as it will not allow for a streamlined adoption path of Package B.

ATTACHMENTS

- Attachment A: Showing Proposed Changes to Terms of Reference of the Regional Watersheds Advisory Board (RWAB)
- Attachment B: Amending the Terms of Reference of the Regional Watersheds Advisory Board (RWAB),
- Attachment C: Showing Proposed Changes to Schedule 5 (Environment and Sustainability Standing Committee) and Schedule 6 (Executive Standing Committee) of Administrative Order 1, *The Procedures of the Council Administrative Order*
- Attachment D: Amending Schedules 5 (Environment and Sustainability Standing Committee) and Schedule 6 (Executive Standing Committee) of Administrative Order 1, *The Procedures of the Council Administrative Order*
- Attachment E: Showing Proposed Changes to Administrative Order 2017-005-GOV, *Respecting the Advisory Committee on Accessibility in the Halifax Regional Municipality*
- Attachment F: Amending Administrative Order 2017-005-GOV, *Respecting the Advisory Committee on Accessibility in the Halifax Regional Municipality*.
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A copy of this report can be obtained online at halifax.ca or by contacting the Office of the Municipal Clerk at 902.490.4210.

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ATTACHMENT A:
Showing Proposed Changes to
The Regional Watersheds Advisory Board
Terms of Reference

Purpose: As subject matter experts, with respect to watershed management, the Watersheds Advisory Board:

1. Advises the Environment and Sustainability Standing Committee on municipal policy projects as required under the HRM Charter, the Regional Municipal Planning Strategy, and Secondary Planning Strategies, and as may be specifically assigned by the Environment & Sustainability Committee, excluding advising on Package B respecting the Regional Centre Secondary Municipal Planning Strategy, the Regional Centre Land Use By-law, and any necessary amendments to existing planning documents arising from Package B;
2. As required by the HRM Charter, the Regional Municipal Planning Strategy, and Secondary Planning Strategies, to fulfil the legislated requirements with respect to municipal development activities;
3. Performs duties as directed by Regional Council on matters described in the Municipal Planning Strategies.

Composition:

- Up to five (5) water related professionals at large
- Up to two (2) seats for current faculty members at post-secondary institutions or for research scientists, with doctoral training, working in watershed management
- Up to two (2) representatives of Environmental NGO's or Recreational Organizations
- One (1) Citizen at large may be appointed by each Community Council

Terms:

To build and maintain technical and procedural expertise, six (6) of the twelve (12) members shall be appointed for a two-year term and the remaining six (6), for a three-year term.

Governance:

On behalf of Regional Council, the Environment and Sustainability Standing Committee shall provide oversight to the Advisory Board Workplan, Terms of Reference, Appointments, and other Governance matters.

Policy Development and Review Projects:

The Halifax Regional Municipality is enabled through the HRM Charter, as an act of Provincial legislation, to be the primary authority for planning within its jurisdiction. The Municipal Planning Strategies enacted by Regional Council are the overarching municipal policy set. The HRM Charter defines the mandate and authority of the municipality in planning matters and municipal planning provides statements of policy to guide the development and management of the municipality including establishing policies to provide a framework for the environmental, social and economic development within the Municipality. All assigned policy projects must comply with these policies and legislative directions.

Officers:

The Board shall have a Chair and Vice Chair to be elected from among its members at the first meeting following composition and at the first meeting of the calendar year. The Vice Chair shall act a Chair in the absence of the Chair. The Chair and Vice Chair may be reappointed for subsequent terms providing they are still members of the Board.

Staff Complement:

The municipality shall supply Board support from the Clerk's Office. The Manager of Energy and Environment shall be the primary staff liaison.

Meetings:

The Board shall meet monthly or as required to conduct the business of the Board. Additional meetings may be scheduled at the discretion of the Chair in consultation with the Clerk's Office.

Quorum:

The quorum for regular meetings shall be in accordance with Section 74 of Administrative Order 1 – Quorum of Committees.

Appointments:

The Environment and Sustainability Standing Committee is designed to be both the nominating and appointing body for members of the Board, except for the members appointed by each of the Community Councils, for which the Community Council will serve as both the nominating and appointing body. Appointments shall be made in accordance with the Public Appointment Policy adopted by Regional Council.

Vacating a Position:

During the term of Office a member may vacate their position on the Board in accordance to the procedures set out in Section 68 of Administrative Order 1 – Vacating a Position on Committee.

Procedure:

Meeting procedures shall be governed by the HRM Administrative Order 1 – Respecting Procedures of Council as it related to Committee Procedures.

Approved February 19, 2013
Amended: May 14, 2013

Attachment C:

Showing Proposed Amendments to SCHEDULE 5 (ENVIRONMENT AND SUSTAINABILITY STANDING COMMITTEE TERMS OF REFERENCE) AND SCHEDULE 6 (EXECUTIVE STANDING COMMITTEE TERMS OF REFERENCE)

SCHEDULE 5

ENVIRONMENT AND SUSTAINABILITY STANDING COMMITTEE TERMS OF REFERENCE

Purpose

1. (1) **Subject to subsection 1A,** the purpose of the Environment and Sustainability Standing Committee is to provide advice to the Council relating to the Environment and Sustainability including Solid Waste Resources, energy security and sustainable parks, forests (urban and rural) and open spaces and water resource management.

(1A) The Environment and Sustainability Committee shall not advise the Council on Package B respecting the Regional Centre Secondary Municipal Planning Strategy, the Regional Centre Land Use By-law, and any necessary amendments to existing planning documents arising from Package B.

- (2) The other purposes of the Environment and Sustainability Standing Committee are to:
- (a) fulfill the requirements as outlined in the Terms of Reference of the Solid Waste Advisory Committee of the Council and the Energy and Underground Services Committee of Council;
 - (b) assist the Council in meeting sustainability and energy objectives; and
 - (c) promote policies appropriate to protect water resources, parks, open spaces and green environment in the Municipality.

Composition

2. (1) The Environment and Sustainability Standing Committee shall consist of six (6) Members of the Council.

(2) The Members of the Environment and Sustainability Committee shall be appointed by the Council as follows:

- (a) one (1) Member appointed from each Community Council; and
- (b) three (3) Members appointed at large.

(3) The term of each appointment shall be two years.

(4) The Chair and Vice-Chair shall be elected annually, in November, by the Members and from the Members of the Environment and Sustainability Standing Committee.

COMMUNITY COUNCIL APPOINTMENT (One Each)	MEMBERS AT LARGE	CHAIR AND VICE CHAIR	EX OFFICIO
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Halifax & West Community Council North West Community Council Harbour East – Marine Drive Community Council	Three (3) Members at large	Elected by and from the members of the committee	Mayor
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Duties and Responsibilities

Solid Waste Resource Management

3. The Environment and Sustainability Standing Committee shall:

(a) advise the Council on matters respecting solid waste management, including the responsibility to receive reports and to keep the Council informed respecting all matters related to the solid waste management program in the municipality; and

(b) appoint a Member of the Standing Committee as the Municipality’s representative on the Provincial Solid Waste Chairs Committee.

Energy Choice and Security

4. The Environment and Sustainability Standing Committee shall:

(a) promote and enable a variety of energy choices for residents of the municipality;

(b) promote and enable sustainable and renewable sources of energy in the Municipality;

(c) promote the achievement of the Municipality’s greenhouse emission reduction commitments;

(d) promote diversification of municipal revenue streams through investments in utilities such as natural gas, wind energy and district energy;

(e) promote ways to maximize the Municipality’s capital dollars through co-location of utilities and coordination of projects;

(f) be involved in policy development on undergrounding of services; and

(g) liaison with Heritage Gas and similar utilities at a governance level to encourage, promote and enable the provision of natural gas services to the residents and businesses of the municipality.

Parks and Open Spaces

5. The Environment and Sustainability Standing Committee shall:

(a) encourage the appropriate policy structure to address amount, use and protection of parks, forests (urban and rural) and open spaces for the use and enjoyment of the residents of the municipality, and

(b) perform other related activities in the area of parks and open spaces as identified by the Standing Committee and approved by the Council.

Water Resource Management

6. The Environment and Sustainability Committee shall:

(a) be involved in policy development and oversight of policies appropriate to promote and protect water resources in the Municipality;

(b) liaison with Halifax Water including the nomination to the Council of one (1) Member of the Standing Committee as one (1) of the Council appointments to the Board of Halifax Water and the nominee shall act as a liaison between the Standing Committee and Halifax Water; and

(c) perform other related activities in the area of Water Resource management as identified by the Standing Committee and approved by the Council.

Climate Change Mitigation and Adaptation

7. The Environment and Sustainability Standing Committee shall:

(a) progress policy related to municipal climate change adaptation and mitigation, including the policy requirements of the Infrastructure Secretariat's Gas Tax Funding program;

(b) promote community adoption of climate change mitigation and adaptation measures; and

(c) provide governance oversight of the Municipality's Climate Change Risk Management Strategy

Other Duties and Responsibilities

8. The Environment and Sustainability Standing Committee shall perform such other matters as may be determined by the Council.

Administration and Procedures

9. The Environment and Sustainability Standing Committee meetings shall meet no less than four (4) times annually, preferably monthly, or as determined by this Committee.

10. Administrative and meeting procedures shall be in accordance with this *Administrative Order*.

11. Pursuant to clause 20(1)(c) of the *HRM Charter*, the Council delegates the power to direct staff to prepare reports to this Standing Committees provided that:

(a) the topic of the report is consistent with the mandate of the Standing Committee as expressed in the Committee's terms of reference approved by the Council; and

(b) the topic of the report is consistent with the Council's approved strategic priorities, budgets and policies.

11A (1) The Environment and Sustainability Standing Committee may hear and consider a submission or representation from any person who wishes to be heard, and each submission will be limited to five (5) minutes.

(2) If more than one person appears representing a group or association in relation to a particular item, Environment and Sustainability Standing Committee may require that the persons designate a spokesperson who shall speak on behalf of the group or association so appearing.

Staff Liaison

12. Management support and liaison shall be through the Office of the Director of Planning and Development in coordination with the Sustainable Environmental Management Office, and divisions of Transportation and Public Works that support Solid Waste Resource management and Energy projects in the Municipality, supported by the Office of the Clerk.

Standing and Advisory Committee

13. The following Committee shall be advisory committee to the Environment and Sustainability Standing Committee:

COMMITTEE	TYPE	APPOINTMENT
Regional Watershed Advisory Board	Advisory on Policy	Recommends appointments to the Council.

SCHEDULE 6

EXECUTIVE STANDING COMMITTEE TERMS OF REFERENCE

Purpose

1. The purpose of the Executive Standing Committee is to fulfil the self-governance functions of the Council including:

- (a) Emergency Management,
- (b) acting as nominating committee for Boards and Committees,
- (c) CAO liaison and Review, and
- (d) overseeing the Municipality's Volunteer Awards, By-law Rationalization, Corporate Performance Objectives, and the Council's priority areas.

1A The Executive Standing Committee shall not oversee nor advise the Council on Package B respecting the Regional Centre Secondary Municipal Planning Strategy, the Regional Centre Land Use By-law, and any necessary amendments to existing planning documents arising from Package B.

Composition

2. (1) The Executive Standing Committee shall consist of seven (7) Members-of the Council.

(2) The Mayor and Deputy Mayor shall be Members of the Executive Standing Committee and the other Members shall be appointed by each Standing Committee.

(3) The term of each appointment, except the Mayor and Deputy Mayor, shall be two (2) years.

(4) The Mayor shall be the Chair of the Executive Standing Committee.

(5) The Deputy Mayor shall be Vice Chair of the Executive Standing Committee.

Community Council Appointments	MEMBERS AT LARGE	CHAIR	VICE CHAIR
None	One (1) Member appointed from each Standing Committee (Appeals, CPED, E&SD, A&F, Transportation)	Mayor.	Deputy Mayor

Duties and Responsibilities

Emergency Management

3. The Executive Standing Committee shall:

- (a) act as the Emergency Management Advisory Committee of the Council with responsibilities as outlined under By-law E-100, the *Emergency Management By-law*,

(b) advise the Council on the development of Emergency Management plans and present the Municipal Emergency Management Plans to the Council;

(c) brief the Council on developments during a local state of emergency; and

(d) perform any such other duties in regard to Emergency management as may be required and directed by the Council.

Membership Selection

4. The Executive Standing Committee shall act as the Membership Selection Committee of the Council with a mandate to function as the nomination committee for appointment to Boards and Committees, including at large nomination to Standing Committees, except as delegated to other Standing Committees by the Council.

CAO Liaison and Review

5. The Executive Standing Committee shall:

(a) notwithstanding Part II of the *HRM Charter* (outlining the roles and responsibilities of the CAO and the reporting relationship to the Council), the Executive Committee shall act as a liaison and communication link between the CAO and the Council;

(b) meet at least quarterly with the CAO to review and confirm the CAO goals and objectives and performance expectations;

(c) provide feedback, support and a formal evaluation of the performance of the CAO at least annually to the CAO and the Council;

(d) coordinate, on behalf of Council, the recruitment and provide a recommendation on the hiring of the CAO should the position become vacant;

(e) provide a forum to assist the CAO in major initiatives regarding:

(i) organizational change

(ii) employee relations

(iii) new directions in service delivery

(iv) administrative policies; and

(f) perform such other duties in regard to CAO liaison and review as may be require and directed by the Council.

Volunteer Award Recognition

6. The Executive Standing Committee shall oversee the administration of the Municipality's Volunteer Awards program to ensure the program and selection criteria meet the objectives of the Council and the Communities of the municipality.

Bylaw Rationalization

7. (1) **Subject to subsection 2,** The Executive Standing Committee shall oversee and provide advice on Administrative Order 32 the *By-law Development Administrative Order* and other

policy matters related to the By-laws, Ordinances, Administrative Orders and Policies of the Council.

(2) The Executive Standing Committee shall not oversee nor advise the Council on Package B respecting the Regional Centre Secondary Municipal Planning Strategy, the Regional Centre Land Use By-law, and any necessary amendments to existing planning documents arising from Package B.

General Governance of the Council

8. The Executive Standing Committee shall act as a review committee for matters related to the general self-governance and administration of the Council as directed by the Council.

Priority Areas and Corporate Performance Objectives of the Council

9. The Executive Standing Committee shall:

(a) have strategic oversight of progress on the Municipality's Corporate Performance Objectives and priority areas of the Council; and

(b) perform other Administrative matters as may be determined and directed by the Council, except that the Executive Standing Committee shall not oversee nor advise the Council on Package B respecting the Regional Centre Secondary Municipal Planning Strategy, the Regional Centre Land Use By-law, and any necessary amendments to existing planning documents arising from Package B.

Business Units Reporting to Committee

10. Human Resources and Fire Services shall report to the Committee semi-annually on key factors of the municipality including health and safety, absenteeism, overtime, grievance issues, and best practises.

Administration and Procedures

11. The Executive Committee shall meet no less than four (4) times annually, preferably monthly, or as agreed to by the Committee.

12. Administrative procedures and the meeting procedures shall be in accordance with this *Administrative Order*.

12A (1) The Executive Standing Committee may hear and consider a submission or representation from any person who wishes to be heard, and each submission will be limited to five (5) minutes.

(2) If more than one person appears representing a group or association in relation to a particular item, Executive Standing Committee may require that the persons designate a spokesperson who shall speak on behalf of the group or association so appearing.

13. Pursuant to clause 20(1)(c) of the *HRM Charter*, the Council delegates the power to direct staff to prepare reports to this Standing Committees provided that:

(a) the topic of the report is consistent with the mandate of the Standing Committee as expressed in the Committee's terms of reference approved by the Council; and

(b) the topic of the report is consistent with the Council's approved strategic priorities, budgets and policies.

Staff Liaison

14. Management support and liaison shall be through the Offices of CAO and DCAO, the Municipality's Emergency Management Coordinator (as required), supported by the Office of the Clerk.

Standing and Advisory Committee

15. The following Committees shall be advisory committee or liaison with the Executive Standing Committee.

COMMITTEE	TYPE	APPOINTMENT
Accessibility Advisory Committee (formerly Person with Disabilities)	Advisory	Recommend Members to the Council.
Youth Advisory Committee	Advisory	Recommend Members to the Council.

ATTACHMENT D:
**Amending Schedule 5 (Environment and Sustainability Standing Committee), and
Schedule 6 (Executive Standing Committee) of
Administrative Order 1, *The Procedures of the Council Administrative Order***

BE IT ENACTED by the Council of the Halifax Regional Municipality that Administrative Order No. 1, *The Procedures of the Council Administrative Order* is further amended as follows:

1. Subsection 1 of section 1 of Schedule 5 is amended by:
 - (a) de-capitalizing the word “The” at the beginning of the subsection; and
 - (b) adding the words, numbers and comma “Subject to subsection 1A, ” at the beginning of subsection.
2. Subsection (1A) of section 1 of Schedule 5 is added following subsection 1 and before subsection 2, as follows:
 - (1A) The Environment and Sustainability Committee shall not advise the Council on Package B respecting the Regional Centre Secondary Municipal Planning Strategy, the Regional Centre Land Use By-law, and any necessary amendments to existing planning documents arising from Package B.
3. Schedule 6 is amended by adding section 1A following section 1 and before section 2, as follows:
 - 1A The Executive Standing Committee shall not oversee nor advise the Council on Package B respecting the Regional Centre Secondary Municipal Planning Strategy, the Regional Centre Land Use By-law, and any necessary amendments to existing planning documents arising from Package B.
4. Section 7 of Schedule 6 is amended by:
 - (a) numbering section 7 as subsection 1 of section 7;
 - (b) de-capitalizing the word “The” at the beginning of the renumbered subsection 1 of section 7;
 - (c) adding the words, number and comma “Subject to subsection 2, ” at the beginning of the subsection before the words “the Executive Standing Committee”; and
 - (d) adding subsection 2 after the renumbered subsection 1 and before section 8, as follows:
 - (2) The Executive Standing Committee shall not oversee nor advise the Council on Package B respecting the Regional Centre Secondary Municipal Planning Strategy, the Regional Centre Land Use By-law, and any necessary amendments to existing planning documents arising from Package B.
5. Clause b of section 9 of Schedule 6 is amended by adding the words and comma “, except that the Executive Standing Committee shall not oversee nor advise the Council on Package B respecting the Regional Centre Secondary Municipal Planning Strategy, the Regional Centre Land Use By-law, and any necessary amendments to existing planning documents arising from Package B” after the words and comma “the Council” and before the period at the end of the clause.

Done and passed this day of 20__,

Mayor

Municipal Clerk

ATTACHMENT E:
Showing Proposed Changes to
Administrative Order No. 2017-005-GOV
Respecting The Advisory Committee on Accessibility
in the Halifax Regional Municipality

WHEREAS the Advisory Committee on Accessibility in HRM (formerly called the Advisory Committee for Persons with Disabilities) was established by the Council of the Halifax Regional Municipality in July 1996 in accordance with section 11(4) of the *Halifax Regional Municipality Act*, S.N.S. 1995, c. 3 (now repealed), which directed the Council to take into account the principle of accessibility for its disabled citizens in the general exercise of its authority;

AND WHEREAS the Committee was formed to provide advice to Regional Council on facilitating and promoting the access of all residents to their community, including municipal government, programs and services;

AND WHEREAS section 11(2) of the *Halifax Regional Municipality Charter*, S.N.S. 2008, c. 39 directs the Council to take into account the principle of accessibility for its citizens with disabilities in the general exercise of its powers;

AND WHEREAS the Committee has been reporting to the Transportation Standing Committee of Regional Council since October 12, 2010;

AND WHEREAS in recognition of the broader implications of accessibility to the Municipality, Regional Council has determined that the Committee would be better positioned in reporting to the Executive Standing Committee;

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 *Advisory Committee on Accessibility Administrative Order*.

Interpretation

2. In this Administrative Order,

(a) “barrier” means anything that hinders or challenges the full and effective participation in society of persons with disabilities including a physical barrier, an architectural barrier, an information or communications barrier, an attitudinal barrier, a technology barrier, a policy or a practice;

(b) “business unit” means an administrative unit of the Municipality responsible for the delivery of those services assigned to the unit from time to time by the Chief Administrative Officer;

(c) “Committee” means the Advisory Committee on Accessibility;

(d) “Council” means the Council of the Halifax Regional Municipality;

(e) “disability” includes a physical, mental, intellectual, learning or sensory impairment, including an episodic disability, that, in interaction with a barrier, hinders an individual’s full and effective participation in society;

(f) “diversity” means understanding and utilizing different views, ideas, life experiences, skills and knowledge;

(g) “inclusion” means community actions intended to eliminate barriers so that all members of the community can fully participate and contribute, and can be supported and valued within the community and the organization; and

(h) “Municipality” means the Halifax Regional Municipality.

Purpose

3. (1) Subject to subsection 2, the purpose of this Administrative Order is to establish the terms of reference under which the Advisory Committee on Accessibility will advise the Municipality on the impact of municipal policies, programs and services on persons with disabilities.

(2) The Committee shall not advise the Municipality on Package B respecting the Regional Centre Secondary Municipal Planning Strategy, the Regional Centre Land Use By-law, and any necessary amendments to existing planning documents arising from Package B.

The Advisory Committee on Accessibility

4. There is hereby established an Advisory Committee on Accessibility.

Objectives

5. The advice provided by the Committee will be guided by the following objectives:

(a) the full participation of all citizens with disabilities in civic and community affairs by ensuring that policies, programs and services do not impose barriers to such participation;

(b) increased civic and community awareness regarding the disability communities within the Municipality by promoting effective communication;

(c) the elimination of barriers facing persons with disabilities; and

(d) the provision of an equitable opportunity for the Municipality’s disability communities to voice their views on disability and other issues affected by monitoring the effectiveness of the Municipality’s policies, programs and services.

Duties of the Committee

6. The Committee shall advise Council, through the Executive Standing Committee, on matters related to persons with disabilities as follows:

(a) review and monitor existing and proposed Municipal by-laws to promote full participation of persons with disabilities, except for Package B respecting the Regional Centre Secondary Municipal Planning Strategy, the Regional Centre Land Use By-law, and any necessary amendments to existing planning documents arising from Package B;

(b) identify and advise on the accessibility of existing and proposed municipal services and facilities;

(c) advise and make recommendations about strategies designed to achieve the objectives of the Committee;

(d) receive and review information directed to it by Council and its committees, and to make recommendations as requested; and

(e) advise Council on disability issues that may have an impact on the budget planning process through the Budget Committee of the Whole process.

7. To advise business units in responding to issues and concerns of persons with disabilities, when requested to do so by the Chief Administrative Officer.

8. To host community consultations related to accessibility in the Municipality, including an annual Town Hall Meeting, and report to the Executive Standing Committee on the issues identified through such community consultations.

9. Significant municipal matters, plans and programs having an impact on persons with disabilities and the disability community shall be referred to the Committee for its consideration and recommendations to Regional Council through the Executive Standing Committee, **except for Package B respecting the Regional Centre Secondary Municipal Planning Strategy, the Regional Centre Land Use By-law, and any necessary amendments to existing planning documents arising from Package B.**

Administrative Order One

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

Public Appointment Policy

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

Membership

12. The nominating body for membership on the Committee shall be the Executive Standing Committee, which shall make recommendations to Regional Council.

13. The Committee shall be comprised of up to eleven (11) members as follows:

(a) six (6) persons with disabilities;

(b) two (2) community members, including parents and advocates; and

(c) up to three (3) members of Council.

14. The Committee shall elect annually a Chair and Vice-Chair from among the eight members of the Committee who are not Councillors.

Reporting

15. The Committee shall submit a written report of activities to the Executive Standing Committee during the first quarter of each year.

16. The Chair, or designate, may present the annual report to a meeting of the Executive Standing Committee.

17. The Committee may make reports to the Executive Standing Committee on the activities of the Committee as necessary, or as requested, together with such other presentations that the Committee may deem advisable.

Sub-Committees

18. (1) Subject to (2), 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.

(2) A work plan, identifying issues, goals, time frame, scope of work and resources required, shall be submitted by the Committee to the Executive Standing Committee for approval by Council prior to the Committee establishing a sub-committee.

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

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

Meetings

21. The Committee shall meet no less than six times per year, or otherwise as required to fulfill the duties as outlined.

22. 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.

23. In the absence of the Chair or Vice-Chair, the members of the Committee may select a member to chair the meeting.

General

24. Each member of the Committee shall serve without remuneration but may be reimbursed by Council for any necessary expenses incurred while engaged in official duties, provided that such expenses are approved by Council in advance.

25. The Chief Administrative Officer shall assign Municipal staff with the required expertise to advise the Committee as required.

Repeal

26. The Halifax Regional Municipality Advisory Committee on Accessibility in HRM Terms of Reference, adopted by Council on March 21, 2000, and all amendments thereto are repealed.

Done and passed in Council this _____ day of _____, 2019.

Mayor

Municipal Clerk

