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Item No. 15.1.4
Halifax Regional Council
September 10, 2024

TO: Mayor Savage and Members of Halifax Regional Council

FROM: Cathie O'Toole, Chief Administrative Officer

DATE: July 15, 2024

SUBJECT: Repeal the Western Common Advisory Committee and Community Design Advisory Committee Terms of Reference and Amendments to Administrative Order One

ORIGIN

July 9, 2024 Halifax Regional Council motion (Item No. 15.5.1):

MOVED by Councillor Mancini, seconded by Councillor Mason

THAT Halifax Regional Council direct the Chief Administrative Officer to:

2. Commence the process to dissolve the Community Design Advisory Committee, Halifax Peninsula Planning Advisory Committee, Harbour East-Marine Drive Community Council Planning Advisory Committee, Investment Policy Advisory Committee, Margeson Drive Master Plan Committee, Port Wallace Community Public Participation Committee, Regional Watershed Advisory Committee, and Western Common Advisory Committee, and to return to Council with the necessary amendments to dissolve these committees;

MOTION AS AMENDED PUT AND PASSED UNANIMOUSLY.

EXECUTIVE SUMMARY

In response to Phase 1 of the Governance Review, this report dissolves the Community Design Advisory Committee and the Western Common Advisory Committee; and includes housekeeping amendments to Administrative Order 1.

RECOMMENDATION

It is recommended that Halifax Regional Council:

1. Repeal the Terms of Reference for the Community Design Advisory Committee;
2. Repeal Administrative Order 2016-001-GOV, the *Western Common Advisory Committee Administrative Order*; and
3. Adopt the amendments to Administrative Order 1, the *Procedures of the Council Administrative Order*, as set out in Attachment 4 to this report.

BACKGROUND

In June of 2023, Halifax Regional Council directed staff to undertake a review of Halifax Regional Municipality's (HRM) Boards and Committee's as well as Standing Committees to examine the decision-making process of the Municipality. On July 9, 2024, a staff report entitled "Governance Review – Phase 1 Implementation Plan and Advisory Committee Review"¹ was provided to Regional Council. This report recommended several committees commence the process to be dissolved. This report outlines the requirements to dissolve the Community Design Advisory Committee and Western Common Advisory Committee as directed by Regional Council on July 9. Future staff reports will outline the process to dissolve the other committees as directed by Council.

DISCUSSION

Community Design Advisory Committee (CDAC)

The Terms of Reference for the Community Design Advisory Committee were approved by Regional Council on October 4, 2011. CDAC has not met since summer 2021 and was specifically required for the development and implementation of the first five-year review of the Regional Plan (RP+5) and the Centre Plan Project. Both projects have been completed, so the committee has reached the end of its mandate. Consequently, it is recommended Council repeal the Terms of Reference which will dissolve the committee.

Western Common Advisory Committee

Administrative Order 2016-001-GOV Respecting the Advisory Committee on the Western Common was approved by Regional Council on May 31, 2016. While staff saw a positive use of a similar committee as part of the development of the Western Common Wilderness Master Plan, adopted by Council on June 15, 2010, there is an insufficient role and purpose for the Committee in monitoring staff's implementation of the Master Plan. Additionally, the limited role of WCAC has been hampered by the impacts of Bill 137. This has resulted in challenges at the committee level and concern from staff regarding items to bring to these meetings, other than current updates. Finally, Clerk's Office staff have found it challenging to recruit members for this committee. For these reasons, it is recommended Council repeal Administrative Order 2016-001-GOV which will dissolve the committee.

Administrative Order 1 Amendments

There are two amendments proposed for Administrative Order 1, to support the direction of Council from July 9, 2024 as follows:

- Under Schedule 3 "Community Planning and Economic Development Standing Committee Terms of Reference" remove Community Design Advisory Committee in Section 12. Advisory Committees; and
- Under Schedule 5 "Environment and Sustainability Standing Committee Terms of Reference" add in Section 6. Water Resource Management that this committee acts as the successor body to Regional Watershed Advisory Board where provided for in existing planning documents and development agreements.

¹ <https://cdn.halifax.ca/sites/default/files/documents/city-hall/regional-council/240709rc1551.pdf>

FINANCIAL IMPLICATIONS

Dissolving the WCAC and CDAC creates limited financial savings to the Municipality. Some savings could be seen in staff time for staff liaisons and Clerk's Office staff supporting the meetings, however, this is not expected to be a large savings as CDAC is not meeting presently and WCAC meets quarterly.

RISK CONSIDERATION

No risk considerations were identified.

COMMUNITY ENGAGEMENT

Community Engagement was undertaken as part of the July 9, 2024 report to Council regarding Phase 1 of the Governance Review. For more information refer to that report. Following the decision of Council volunteers will receive an update on the decision of Council from the Clerk's Office.

ENVIRONMENTAL IMPLICATIONS

No environmental implications were identified.

ALTERNATIVES

As outlined in Phase 1 of the Governance Review status quo is not recommended even as a contemplated alternative based on the results of the review and any alternatives not contemplated below should not be considered until a supplementary staff report is provided.

LEGISLATIVE AUTHORITY

The *Halifax Regional Municipality Charter*, 2008 SNS c 39 provides:

Section 20(1) The Council may make policies...(b) regulating its own proceedings and preserving order at meetings of the Council; (c) providing for committees and conferring powers and duties upon them, except the power to expend funds;...

Section 21(1) Council may establish standing, special and advisory committees.

Section 21(2) Each committee shall perform the duties conferred on it by this Act, and any other Act of the Legislature or the by-laws or policies of the Municipality.

ATTACHMENTS

Attachment 1 – Terms of Reference for Community Design Advisory Committee

Attachment 2 - Administrative Order 2016-001-GOV Respecting the Advisory Committee on the Western Common

Attachment 3 – Showing Proposed Changes to Administrative Order One

Attachment 4 – Amendments to Administrative Order One

Halifax Regional Municipality

COMMUNITY DESIGN ADVISORY COMMITTEE

Terms of Reference

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),
- A citizen-at-large appointed from the Public Health sector (2) and
- 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 December 2, 2014

Revised by Halifax Regional Council on April 11, 2017

**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 nine (9) 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;
 - (g) one (1) member at large with an interest in the furtherance of the Park;
 - (h) one (1) member of Halifax and West Community Council; and
 - (i) one (1) representative of the Resource Opportunities Centre.

Term of Membership

11. At its initial creation, four members of the Committee shall be appointed for a term of one year and five members, including the member of Halifax and West Community Council, 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 31 day of May, 2016.

Mayor

Municipal Clerk

I, Sherryll Murphy, Acting 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 May 31, 2016.

Sherryll Murphy, Acting Municipal
Clerk

Notice of Motion: May 24, 2016
Approval: May 31, 2016

Amendment #1 – Section 11

Notice of Motion: July 19, 2016
Approval: July 26, 2016

Amendment #2 – Section 10 (applies to appointments made after December 1, 2021)

Notice of Motion: October 26, 2021
Approval: November 9, 2021

SCHEDULE 3

**COMMUNITY PLANNING AND ECONOMIC DEVELOPMENT
STANDING COMMITTEE
TERMS OF REFERENCE**

Purpose

1. (1) The purpose of the Community Planning and Economic Development Standing Committee is to recommend to the Council directions to support Community and Economic life “making HRM the most livable community in which to live, work and play”.

(2) The specific areas of oversight include:

(a) the Municipality’s Regional Plan and community planning programs;

(b) the Municipality’s Economic Strategy and Economic Prosperity Outcomes including the implantation of “Capital Ideas” and the Immigration Action Plan;

(c) Community building initiatives in the areas of arts, culture, recreation and heritage and related facility strategies; and

(d) Agencies that support the objective of the Standing Committee mandate including but are not exclusive to

(i) Trade Centre,

(ii) Greater Halifax Partnership,

(iii) Destination Halifax,

(iv) Arts Boards, and

(v) the Municipality’s Business districts and others as identified by this Committee or as directed by the Council.

Composition

2. (1) The Community Planning and Economic Development Standing Committee shall consist of six (6) Members of the Council.

(2) The Members of the Community Planning and Economic Development Standing 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 for two (2) years.

(4) The Chair and Vice-Chair shall be elected annually, in November, by the Members and from the Members of the Community Planning and Economic Development Standing Committee.

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

Duties and Responsibilities

Oversight - Planning

3. The Community Planning and Economic Development Standing Committee shall provide oversight of the Municipality's Regional Plan and Regional Planning Initiatives, as follows:

- (a) overseeing the Municipality's Regional Plan and Regional Planning Initiatives;
- (b) reviewing and recommending to the Council the scope of the five-year Regional Plan reviews including roles of sub committees;
- (c) co-ordinating with the other Standing Committees on major Regional Plan initiatives;
- (d) being involved in developing the Municipality's approach to public participation programs for various planning processes such as regional and municipal planning strategy amendments; and
- (e) overseeing the priority setting relative to the Community Visioning Program, Functional Plan Implementation and major planning projects.

Oversight – Economics and Immigration

4. The Community Planning and Economic Development Standing Committee shall oversee the Municipality's Economic Plan, Economic Prosperity Indicators and Immigration Action Plan by:

- (a) being involved in policy development and overseeing of policies appropriate to promote Community and Economic development throughout the municipality;
- (b) overseeing the progress of the Municipality's Economic Strategy and Outcome areas and related initiatives; and
- (c) overseeing the progress of the Municipality's Immigration Action Plan and related initiatives.

Oversight – Community Building Initiatives

5. The Community Planning and Economic Development Standing Committee shall

oversee the Municipality's Community building initiatives in the areas of arts, culture, recreation and heritage and related facilities strategies by:

(a) promoting and enabling an inclusive range of arts, culture, recreation and heritage opportunities in the municipality;

(b) promoting and enabling access to arts, cultural, recreation and heritage facilities that support the Municipality's Community Outcome areas; and

(c) overseeing the progress on the Municipality's Community building and enhancing strategies and any related initiatives.

5A. "Heritage" for the purposes of community building initiatives relates to overseeing policy matters respecting heritage and, for greater certainty, excludes oversight of a specific application respecting a municipal heritage property, such as an application for a registration, deregistration, substantial alteration, demolition or heritage incentive.

Other Duties and Responsibilities

6. The Community Planning and Economic Development Standing Committee shall have an active interest in the Agencies and Initiatives that support Community and Economic development throughout the municipality by:

(a) promoting and encouraging the development of programs, policies in initiatives in the municipality that support Community and Economic development throughout the municipality;

(b) engaging, at a governance level, the agencies, boards and committees funded by the Municipality and under the mandate of the Standing Committee to ensure they meet community needs and expectations including:

(i) the Greater Halifax Partnership,

(ii) Destination Halifax,

(iii) Trade Centre Limited,

(iv) Community Boards and Arts Boards and the broader Arts Community,

(v) HRM Business Districts and organizations, and

(vi) others as identified by the Committee and approved by the Council or others as identified by the Council.

(c) recommending to the Council the Municipality's appointments and reviewing service agreements of the agencies, boards and commissions under the mandate of the Standing Committee; and

(d) performing such other related activities in the area Economic and Community Development in the Municipality's as identified by the Standing Committee and approved by the Council.

7. The Community Planning and Economic Development Standing Committee shall perform such other duties and responsibilities as may be determined by the Council.

Administration and Procedures

8. The Community Planning and Economic Development Standing Committee shall meet no less than four (4) times annually, preferably monthly, or as determined by the Committee.

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

10. 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.

10A (1) The Community Planning and Economic Development 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, Community Planning and Economic Development Standing Committee may require that the persons designate a spokesperson who shall speak on behalf of the group or association so appearing.

Staff Liaison

11. (1) Management support and liaison shall be through the Office of the DCAO supported through the Office of the Clerk.

(2) Additional staff as required may be assigned based on specific issues.

Advisory Committees

12. The following Committees shall be advisory committee to the Community Planning and Economic Development Standing Committee:

COMMITTEE	TYPE	APPOINTMENT
Community Design Advisory Committee	Advisory to the Council, through the Community Planning and Economic Development Standing Committee, on the Centre Plan Project and Regional Plan 5 year review.	Recommend approach and members to the Council. Repealed
Heritage Advisory.	Advisory on policy only. On heritage planning matters, the Committee reports directly to the Council pursuant to the <i>Heritage Property Act</i> .	Recommend Members to the Council.
Special Arts and Cultural Advisory Committee	Advisory to staff	Recommend Members to the Council.

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
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

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-; ~~and~~
- (d) where applicable, act as the successor body to the Regional Watershed Advisory Board.

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.

