



**HALIFAX PENINSULA PLANNING ADVISORY COMMITTEE
MINUTES
March 18, 2019**

PRESENT: Sarah MacDonald, Chair
Jeana Macleod, Vice Chair
Margo Grant
Jason Genee
Chloe Berezowski
Mathew Novak
Jason Cooke

REGRETS: Councillor Lindell Smith
Councillor Waye Mason

STAFF: Carl Purvis, Major Projects Planner
Krista Vining, Legislative Assistant
Alicia Wall, Legislative Support

The following does not represent a verbatim record of the proceedings of this meeting.

The agenda, reports, supporting documents, and information items circulated are online at halifax.ca.

The meeting was called to order at 4:30 p.m. the Committee adjourned at 5:58 p.m.

1. CALL TO ORDER

The Chair called the meeting to order at 4:30 p.m. at Halifax Hall, 2nd Floor City Hall, 1841 Argyle Street, Halifax

2. COMMUNITY ANNOUNCEMENTS – NONE

3. APPROVAL OF MINUTES – February 25, 2019

MOVED by Chloe Berezowski, seconded by Jason Genee

THAT the minutes of February 25, 2019 be approved.

MOTION PUT AND PASSED.

4. APPROVAL OF THE ORDER OF BUSINESS AND APPROVAL OF ADDITIONS AND DELETIONS

MOVED by Jason Genee, seconded by Adam Pelley

THAT the agenda be approved as presented.

MOTION PUT AND PASSED.

5. BUSINESS ARISING OUT OF THE MINUTES – NONE

6. CALL FOR DECLARATION OF CONFLICT OF INTERESTS – NONE

7. CONSIDERATION OF DEFERRED BUSINESS – NONE

8. CORRESPONDENCE, PETITIONS & DELEGATIONS – NONE

9. INFORMATION ITEMS BROUGHT FORWARD – NONE

10. REPORTS

10.1.1 Public Information Meeting Process

The Chair provided an introduction and asked members for suggestions to improve the process for Planning Advisory Committee hosted public information meetings (PIM), in particular increased attendance and public engagement.

Carl Purvis, Major Projects Planner explained that the Planning Advisory Committee would host the public engagement session when there is a policy change to the Municipal Planning Strategy or Regional Plan, and staff host when there is a change to the Land Use By-law. They noted that planning staff have been looking at the tools available to make PIMs more collaborative for about four (4) years now and that more collaboration utilizes more resources.

The Committee made the following suggestions:

- Have conversations at the beginning of an application process to determine the best way to handle the PIM
- The 'stand and defend' approach can be very adversarial; perhaps an "open house" style or have different stations set up where attendees can flow through at their leisure rather than being on a strict timeframe (e.g. PIM held for the Spring Garden Road Streetscaping had a large turnout and large public engagement)
- Set up a live feed video (e.g. Facebook Live)
- Sharing PAC PIM details, such as date and case information, on personal and HRM corporate social media (e.g. Facebook and Twitter)

Carl Purvis clarified that Regional Council determines the level of engagement most of the time and it could be difficult to have enough resources to set up stations at a PIM. Typically, there is one main planner on the file and other planners would not have the same level of knowledge on the application. They further stated that engagement is interpreted differently by people.

Krista Vining, Legislative Assistant reminded members that there must be a way to record all the feedback, which could prove difficult with having different stations. It was noted that the Clerk's Office does have the technology to accommodate Facebook Live and the Clerk's Office would work with HRM Corporate Communications around sharing PIM details on the corporate social media account. Vining encouraged members to review the Corporate Social Media Policy around posting PIM details to their personal social media pages.

Further suggestions made were:

- Members would like to receive notification of staff hosted PIMs
- Explore having all PIMs hosted by staff and the PAC could attend
- Create a banner explaining the PIM process
- Sending thank you letters to attendees is not necessary
- The option for members to sit with the public rather than at the head table
- The option for a fillable form on Halifax.ca as an additional option to provide feedback (e.g. similar to Board/Committee recruitment form)

Krista Vining reminded members that PAC hosted PIMs are official meetings and quorum is required. The Chair leads the meeting and members are there to observe. Vining will work with members to determine the best setup for they should sit at each PIM.

Carl Purvis confirmed that PIMs are advertised on Halifax.ca, newspaper, and mailouts are typically sent to everyone within 300 meters of the subject property, boundaries can be extended if needed. Purvis also noted that residents can sign up for email notifications however, the email points the recipients to the application webpage to view the update.

Krista Vining advised that the Clerk's Office does not record attendance at PIMs. Speakers' names and community are recorded in the PIM minutes for the record. Planning staff does take attendance at staff hosted PIMs.

Carl Purvis noted that HRM Planning has been working on getting submission forms on their webpage and are also work on a public engagement plan.

The Chair will setup a meeting with Councillors Mason, Smith and Cleary to discuss public information meetings and report back to the Committee.

11. ADDED ITEMS – NONE

12. DATE OF NEXT MEETING – April 29, 2019 at 4:30 p.m. in Halifax Hall, 2nd Floor City Hall, 1841 Argyle Street, Halifax.

13. ADJOURNMENT

The meeting adjourned at 5:58 p.m.

Alicia Wall
Legislative Support