

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 The 2006 Plan has been repealed.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