

ADMINISTRATIVE ORDER 2019-011-GOV
DESIGN ADVISORY COMMITTEE

BE IT RESOLVED as an Administrative Order of the Council of the Halifax Regional Municipality, under the authority of section 21 of the *Halifax Regional Municipality Charter*, as follows:

Short Title

1. This Administrative Order may be cited as the *Design Advisory Committee Administrative Order*.

Interpretation

2. In this Administrative Order,

(a) “Application area” means the Regional Centre Plan Area as shown on Map 1: Urban Structure Designations under the Secondary Municipal Planning Strategy for the Regional Centre, except for the following areas:

- (i) Old South Suburb Heritage Conservation District,
- (ii) Barrington Street Heritage Conservation District,
- (iii) 1872-1874 Brunswick Street, Halifax,
- (iv) 1591 Granville Street and 1568 Hollis Street, Halifax,
- (v) 1649 Bedford Row, Halifax; and
- (vi) these eleven parcels: PID# 00077412, 41210386, 00077461, 00034397, 00077404, 00077420, 00077446, and 00077453; 00076141, 40420143, and 00076109;

(b) Repealed;

(c) “Committee” means the Design Advisory Committee;

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

(e) “Community Council” means the Regional Centre Community Council;

(f) “diverse communities” means individuals with shared characteristics such as Indigenous, African Nova Scotian, racial, ethnic, linguistic, cultural, social, socio-economic, religious, and persons with disabilities;

(g) Repealed; and

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

Application

3. (1) This Administrative Order applies to in the Application area.
- (2) Repealed.

Creation of Design Advisory Committee

4. The Design Advisory Committee is hereby created.

Duties of the Committee

5. The Committee shall advise the Development Officer on matters relating to projects within the Application Area detailed as follows:

(a) for those items listed in clause 5(b), review the site plan approval application, background, and relevant information and materials provided by staff respecting;

(b) provide recommendations to the Development Officer respecting items listed in Section 15 of the Regional Centre Land Use By-law for site plan approval applications, and to perform other duties set by Council;

(c) meet with staff at a frequency that is sufficient to meet the timeline that has been established for completion of the projects; and

(d) be subject to Part XX (Freedom of Information and Protection of Privacy) of the *Municipal Government Act* and the *Municipal Conflict of Interest Act*.

Composition of Committee

6. The nominating body for membership on the Committee shall be the Community Council.

7. Notwithstanding the *Public Appointment Policy*, a member of the Committee may also serve as a member of the Design Review Committee.

8. (1) The Committee shall be appointed by Council.

(2) The Committee shall be comprised of up to twelve (12) members who reside within the Municipality as follows:

- (a) two (2) architects;
- (b) two (2) landscape architects;
- (c) two (2) community planners or urban designers;
- (d) two (2) engineers; and
- (e) four (4) members-at-large with experience in design, environmental, social, cultural, institutional sectors or similar.

(3) When making appointments, Council shall consider if the members are from diverse communities.

9. (1) To be eligible as members of the Committee under clauses 8(2)(a),(b),(c), and (d), members shall:

(a) have professional expertise in at least one the following:

- (i) architecture,
- (ii) landscape architecture,
- (iii) community planning,
- (iv) urban design,
- (v) civil engineering,
- (vi) mechanical engineering, or
- (vii) other engineering disciplines related to building systems; and

(b) commit to the term period specified in Section 11, including some evening meetings.

(2) Members of the Committee shall hold a professional degree or accreditation in their respective field, as follows:

(a) members of the Committee who represent the field of architecture shall be Licensed Architects in good standing with the Nova Scotia Association of Architects (NSAA);

(b) members of the Committee who represent the field of landscape architecture shall be Members in good standing with the Atlantic Provinces Association of Landscape Architects (APALA);

(c) members of the Committee who represent the field of community planning shall be Licensed Professional Planners in good standing with the Licensed Professional Planners Association of Nova Scotia (LPPANS);

(d) members of the Committee who represent the field of urban design shall hold a degree in:

- (i) urban design; or
- (ii) a degree in architecture, landscape architecture, community planning, or urban design; or
- (iii) a demonstrated career emphasis on urban design; and

shall be a Licensed Architect in good standing with the NSAA, a Member in good standing with the APALA, or a Licensed Professional Planner in good standing with the LPPANS; and

(e) members of the Committee who represent the field of engineering shall be a Full Member (P. Eng) with Engineers Nova Scotia in at least one of the following sub-disciplines:

- (i) architectural or building engineering,
- (ii) structural engineering,
- (iii) construction engineering,
- (iv) wind engineering,
- (v) municipal engineering, or
- (vi) geotechnical engineering;

10. Members of the Committee shall be appointed by Council for a period of two (2) years and shall be eligible for re-appointment, in accordance with the *Public Appointment Policy*.

11. Unless subsection 22(1A) of the *Halifax Regional Municipality Charter* respecting parental accommodation applies, member of the Committee who, without leave of the Committee, is absent from three consecutive regular meetings of the Committee ceases to be a member of the Committee.

12. If a vacancy occurs on the Committee, for any reasons other than the expiration of the term of a member, Council may appoint a person to fill the vacancy, and that person shall hold office for the remainder of the term of the vacated position.

Chair and Vice-Chair

13. The Committee shall, at its first meeting and annually thereafter, elect from the members, a Chair and a Vice-Chair for the ensuing year.

14. The Chair will act on behalf of the Committee as spokesperson to Council as required.

15. The duties of the Chair, in whole or in part, may be shared with or delegated to the Vice-Chair to carry out the role and responsibilities of the Committee.

16. The Vice Chair shall act as the Chair in the absence of the Chair.

17. The Chair will keep the group focused on the agreed-upon task, suggest alternative methods and procedures, and encourage participation by all members of the committee.

18. The Chair will work with staff in preparing agendas and meeting summaries, and guide in drafting products and summaries of the committee.

Meetings

19. (1) The Committee shall schedule at least one meeting per month or at a frequency that is necessary to conduct the business of the Committee.

(2) A regular meeting schedule will be determined at the first meeting of the Committee and by the end of each calendar year for the following year.

20. At the request of the Chair, or the majority of members of the Committee, additional meetings may be scheduled.

21. The Chair may cancel a scheduled meeting.

22. The procedure of the Committee shall be governed, where not inconsistent with the *Halifax Regional Municipality Charter* or this Administrative Order, by *the Procedures of the Council Administrative Order*.

23. Meetings of the Committee shall be open to the public, unless otherwise permitted pursuant to the *Halifax Regional Municipality Charter*.

Quorum

24. The quorum of the Committee shall be five (5) members.

Remuneration of Committee Members

25. In accordance with subsection 21(6) of the *Halifax Regional Municipality Charter*, a Member of the Committee who is not a member of Council may receive an honorarium at a rate set by Council.

26. Each member of the Committee may also be reimbursed for any necessary expenses incurred while engaged in official duties, provided such expenses are approved by the Chief Administrative Officer, or delegate, in advance.

Done and passed this 3rd day of December, 2019.

Mayor

Municipal Clerk

I, Kevin Arjoon, Municipal Clerk of the Halifax Regional Municipality, hereby certify that the above noted Administrative Order was passed at a meeting of the Halifax Regional Council held on December 3, 2019.

Kevin Arjoon, Municipal Clerk

Schedule 1

Repealed

Notice of Motion:
Approval:

November 26, 2019
December 3, 2019

Amendment #1

Amended clauses 2(a), and 5(b); and subsection 3(1)

Repealed clauses 2(b), and 2(g); subsection 3(2), and Schedule 1

Notice of Motion:
Approval:

December 14, 2021, March 22, 2022
January 11, 2022, April 5, 2022
