

HALIFAX

P.O. Box 1749
Halifax, Nova Scotia
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Item No. 15.1.5
Halifax Regional Council
December 3, 2019

TO: Mayor Savage and Members of Halifax Regional Council

SUBMITTED BY:

Original Signed by 

Jacques Dubé, Chief Administrative Officer

DATE: October 31, 2019

SUBJECT: **Implementation Processes for Centre Plan (Package A) – The Creation of the Regional Centre Community Council and Design Advisory Committee**

ORIGIN

- On September 18, 2019, Regional Council passed on the following motions regarding Item No. 12.1:
 16. Direct the Chief Administrative Officer to develop and return to Council with proposed amendments to Administrative Order Number 48 to remove the lands within Package A from the jurisdictional authority of the Halifax Peninsula Planning Advisory Committee, the Harbour East – Marine Drive Community Council, and the Halifax and West Community Council, to provide for the creation of a new Regional Centre Community Council to review, address and deal with matters relating to appeals of site plans and variances and land use by-law amendments over those lands following the adoption of the Regional Centre Plan Secondary Municipal Planning Strategy and Land Use By-law;
 17. Direct the Chief Administrative Officer to develop a new Administrative Order establishing a Design Advisory Committee for the Regional Centre Package A lands, and return to the Council for consideration;

LEGISLATIVE AUTHORITY

- *Halifax Regional Municipality Charter (HRM Charter)*, Part I, The Municipality, Sections 21, 23, 24, 25, 26, 27, 28, 30, 31A, and 32
- *HRM Charter*, Part III, Powers, Sections 58 and 59

RECOMMENDATION

It is recommended that Halifax Regional Council:

1. Adopt Administrative Order 2019-011-GOV, *The Design Advisory Committee*, as set out within Attachment A.
2. Adopt amendments to Administrative Order 48, *Respecting the Creation of Community Councils*, to create the Regional Centre Community Council, as set out in Attachment C.

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 are the result of a planning process that 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 develop several governance changes necessary to implement Package A, including to:

1. develop amendments to Administrative Order No. 48 to create a new Regional Centre Community Council to review, address and make decisions on matters relating to appeals of site plan approval applications, variances and land use by-law amendments over those lands, following the adoption of the Regional Centre Plan LUB (development agreements within the Regional Centre remain with the Halifax and West Community Council, and the Harbour East – Marine Drive Community Council); and;
2. establish a new Administrative Order to create the Design Advisory Committee; and
3. bring forward amendments to Administrative Orders and Terms of Reference for the various committees as necessary to streamline the approval process for the Regional Centre Plan (Package B).

This report presents for Council's consideration a mechanism to implement the matters described by items 1 and 2 while a separate staff report will provide details and address Council's direction relating to the adoption path for Package B (3rd bullet). The Plan and LUB have been reviewed by the Provincial Director of Planning and are targeted to come into effect on November 30.

DISCUSSION

Land development under the Regional Centre Plan framework will largely take place through the site plan approval process. Staff structured the Plan and LUB to enable the Development Officer, rather than a committee, to make decisions on site plan approval applications. This framework is informed by the experience of Downtown Halifax and the changes to planning policy in order to more effectively respond to the anticipated volume of applications, better implement the Urban Design vision and four core concepts of the Plan and support a consistent interpretation of the design requirements. The details relating to the implementation and administration of the new governance structure are as follows:

(1) Design Advisory Committee (DAC)

The site plan approval provisions of the *Halifax Regional Municipality Charter* enable the establishment of a design advisory committee to ensure that the design of proposed development applications meets the intent of the Plan. Based on jurisdictional research of other North American municipalities, design advisory committees or panels are common, but they typically have an advisory role as opposed to a decision-making authority and are most effective when they can provide early design advice. A DAC is proposed to

be established as per Section 32 of the LUB through a new Administrative Order, as part of the new site plan approval process. The committee will provide feedback to applicants and advise the Development Officer on Level II and Level III site plan approval proposals, and perform other duties as set by Council. The proposed draft of Administrative Order 2019-011-GOV, *The Design Advisory Committee Administrative Order*, as contained in Attachment A, will regulate the following:

- (a) Duties of the Committee: The DAC will be responsible for:
- reviewing Level II and Level III site plan approval applications, and relevant information and materials provided by staff in respect of this review;
 - providing recommendations to the Development Officer regarding design requirements and variation criteria per Section 15 of the Regional Centre LUB for site plan approval applications, and perform other duties set by Council;
 - meeting with staff at a frequency that is sufficient to meet the timeline that has been established for completion of the projects; and
 - being subject to the Freedom of Information and Protection of Privacy Part of the *Municipal Government Act*, and the *Municipal Conflict of Interest Act*.
- (b) Composition of the Committee: The details relating to membership criteria, membership term, as well as nominating and appointing bodies are as follows:
- The nominating body for membership on the Committee will be the Regional Centre Community Council, and the appointing body is Regional Council. When making appointments, Regional Council shall consider if the nominated members are from diverse communities. This is an opportunity for the Municipality's diverse communities to voice their views on land use and development issues within the Regional Centre.
 - The Committee will be composed of twelve (12) members who reside in the Municipality, and be made up of:
 - four (4) members-at-large with experience in design, environmental, social, cultural, institutional sectors or similar; and
 - eight (8) design professionals, including two (2) architects, two (2) landscape architects, two (2) community planners or urban designers, and two (2) engineers. Design professionals eligible for appointment are required to hold a professional degree or accreditation in their respective fields.
 - Members of the Committee will be appointed for a period of two (2) years and will be eligible for re-appointment in accordance with the public appointment policy.

It is important to note that the responsibilities that will be assigned to the DAC require its professional members to have a high degree of technical knowledge and proficiency in matters related to site planning, servicing, design, construction, and building operation. This level of knowledge and proficiency is usually gained from formal training in architecture, landscape architecture, planning, urban design, civil, mechanical or electrical engineering, or related disciplines. As such, additional design and technical knowledge on the committee is needed as the purpose of the committee is to focus on reviewing and advising on the design details of site plan approval applications. This requirement would also ensure that these design professionals would have a minimum level of working experience in their field and that they would be engaged in a program of continuous professional development.

While the design professionals appointed to the DAC are required to have professional expertise in their respective fields, the members-at-large are not required to have a similar level of technical experience. They may have general background and knowledge in various sectors, as well as a broad representation of community interests.

- (c) Transition Period: The Administrative Order also includes a provision to apply it only to the Package A lands. It will need to be amended after the adoption of Package B. Notwithstanding the Public Appointment Policy, a member of the Committee may also serve as a member of the Design Review

Committee (DRC) for site plan approvals in Downtown Halifax Plan area. Members of the DRC will be encouraged to apply to serve on the DAC. This will allow for continuity in knowledge of site plan approval processes to be brought into the new DAC.

- (d) Other requirements: The Administrative Order also includes requirements relating to the Chair and Vice-Chair roles, meetings, quorum and remuneration of committee members.

(2) Regional Centre Community Council (RCCC)

The Centre Plan introduces site plan approval as a new planning process in the Regional Centre. To ensure consistency in the decision-making process, the new Regional Centre Community Council (RCCC) will be the legislative body to review, address and render decisions on matters relating to appeals of site plan approval applications, variances, and land use by-law amendments over lands within the Regional Centre Plan (Package A) area.

The existing Community Councils, Halifax and West Community Council (HWCC) and Harbour East-Marine Drive Community Council (HEMDCC), will continue to have jurisdiction over area rates and development agreement applications within the Regional Centre Plan (Package A) area, as well as Package B lands governed by the existing planning documents. Those Community Councils will also continue to provide recommendations to Regional Council with regards to any site-specific plan amendments requests, and Regional Council will continue to make decisions relating to those requests.

Governance and implementation of the Regional Centre Plan requires specific changes to the jurisdictional authority of the HWCC and HEMDCC by amending Administrative Order No. 48, *Respecting the Creation of Community Council Administrative Order*. The proposed amendments will create a new Community Council and amend the jurisdiction of existing HWCC and HEMDCC Community Councils, as contained in Attachments B and C.

(3) Design Review Committee (DRC) – Downtown Halifax Plan Area

Until the adoption of the Regional Centre Plan (Package B), which will include Downtown Halifax Plan Area, the DRC will continue to perform their role and duties as an approval body for development projects within Downtown Halifax. In addition, Regional Council will continue to hear and render decisions on appeals of site plan approval applications in Downtown Halifax. As such, no changes are proposed to the committee at this time.

DRC Process:

Under the site plan approval process within the Downtown Halifax Plan Area, development proposals are required to meet land use and built form regulations detailed in the Downtown Halifax Land Use By-law (DHLUB), as well as the design guidelines of the Design Manual. This process requires approval by the Development Officer and the DRC, as follows:

Role of the Development Officer:

The site plan approval process, as set out in the DHLUB, requires the Development Officer to determine if a proposal meets the quantitative elements relating to land use and built form requirements.

Role of the DRC:

The DRC was first established in 2010, with jurisdiction over the Downtown Halifax Plan Area, and is the only committee in the Municipality, and across Canada, that is responsible for considering and approving development proposals. The committee's primary roles are to:

- review substantive site plan approvals against the design criteria of the Design Manual, which is the primary document referenced during a substantive site plan approval process to evaluate qualitative elements of an application, such as architectural design, streetscaping, landscaping, public realm design and contribution, and others;
- evaluate and approve variations to the quantitative elements of the Downtown Halifax Land Use By-law regulations (i.e. building height and massing) through the substantive site plan approval process to improve building design;

- review the results of the wind impact assessment that addresses the expected levels of pedestrian comfort that will result with the project; and
- provide advice to the Development Officer with regards to the acceptability of any proposed post-bonus height public benefit category.

Decisions rendered by the DRC are subject to appeal within a 14-day appeal period, as per the *HRM Charter*. Where a decision is appealed, Regional Council has the jurisdiction to hear and make a decision on the appeal (upholds or overturn).

FINANCIAL IMPLICATIONS

In recent years there have been several new committees of Council established. Provision of secretariat duties, and meeting to meeting support may be required, and will only be known after these bodies are meeting. If additional support is required it would be brought forward as a cost pressure in the 2020-21 operating budget for Legal, Municipal Clerk, and External Affairs.

Details relating to policy directions are included in the staff report, dated April 3, 2019¹.

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 Administrative Order 2019-011-GOV, *The Design Advisory Committee*, contained in Attachment A.
2. Refuse the adoption of the proposed Administrative Order 2019-011-GOV, *The Design Advisory Committee*, contained in Attachment A. This is not recommended for the reasons outlined in this report.
3. Approve with modifications the proposed amendments to Administrative Order 48, *Respecting the Creation of Community Councils*, to create the Regional Centre Community Council, contained in Attachment C. 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 48, *Respecting the Creation of Community Councils*. This would result in the Harbour East – Marine Drive Community Council and the Halifax and West Community Council hearing variance and site plan appeals within their boundaries (except for the Downtown Halifax Plan area which goes to Regional Council). Land Use By-law amendments would need to be approved by both Community Councils as the land use by-law applies within the boundaries of both community councils.

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

ATTACHMENTS

- Attachment A: Administrative Order 2019-011-GOV, *The Design Advisory Committee*
- Attachment B: Showing Proposed Changes to Administrative Order 48, *Respecting the Creation of Community Councils Administrative Order*
- Attachment C: Amending Administrative Order 48, *Respecting the Creation of Community Councils Administrative Order*
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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:
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 shaded portions of the Centre Plan Area identified as Package A Site Plan Approval Areas on Schedule 1;

(b) "Centre Plan Area" means the area delineated in the map in Schedule C to the *Halifax Regional Municipality Charter*;

(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) "HRM by Design Downtown Plan Area" means the area delineated in the map in Schedule B to the *Halifax Regional Municipality Charter*; and

(h) "Municipality" means the Halifax Regional Municipality.

Application

3. (1) This Administrative Order applies to the shaded portions of the Centre Plan Area identified as Package A Properties on Schedule 1.

(2) This Administrative Order does not apply to those area within the Centre Plan Area that are not identified as Package A Properties and does not apply to the HRM by Design Downtown Plan Area.

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 Level II and Level III 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

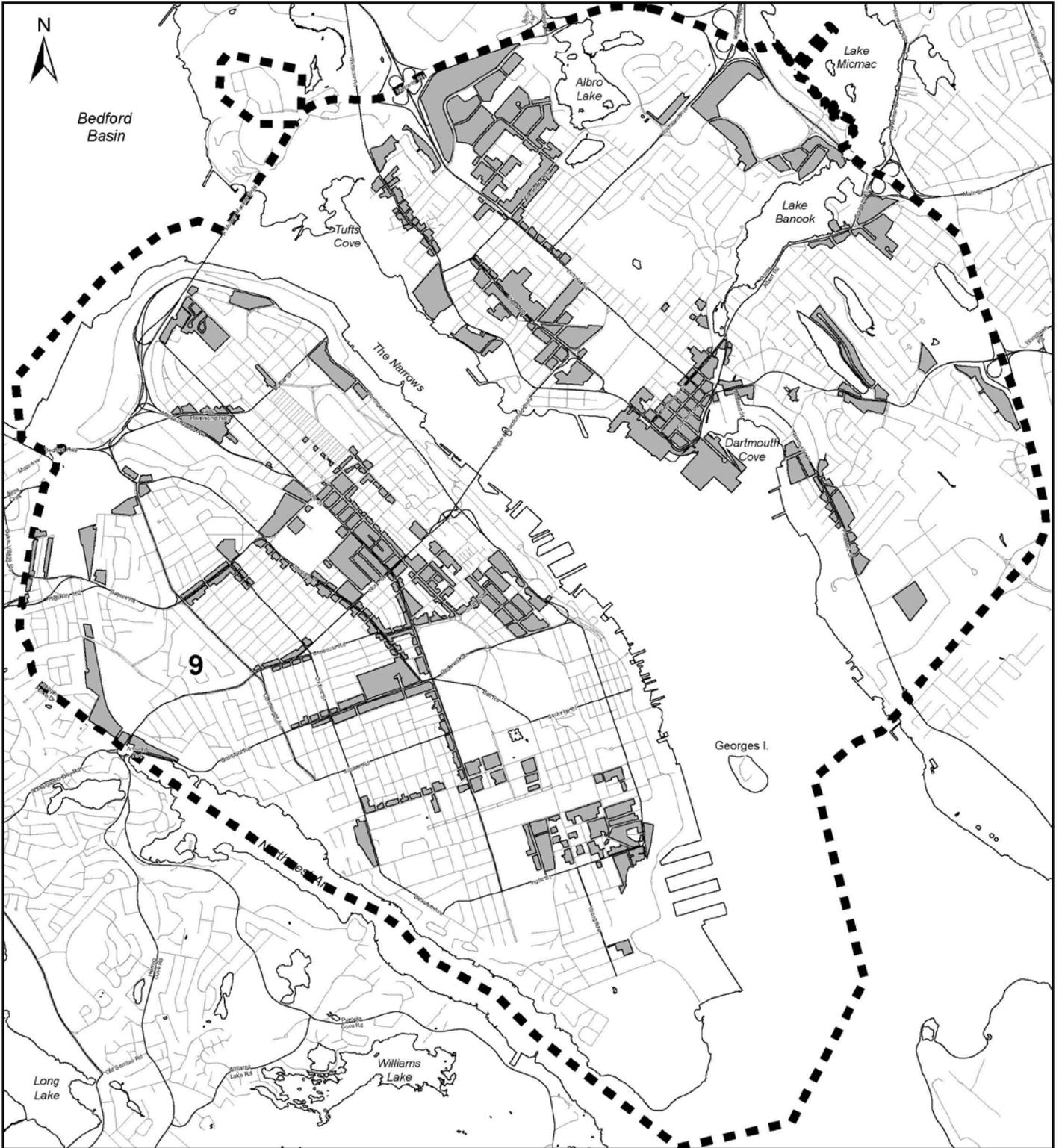
25. In accordance with subsection 21(6) of the *Halifax Regional Municipality Charter*, a Member of the Committee who is not a member of Council may receive an honorarium at a rate set by Council.

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 _____ day of _____, 2019

Mayor

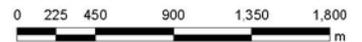
Municipal Clerk



**Schedule 1
Design Advisory Committee**

- Package A Site Plan Approval Areas
- Regional Centre Plan Area

HALIFAX



HRM does not guarantee the accuracy of any base map representation on this plan

Last Updated October 21, 2019

ATTACHMENT B:
Showing Proposed Changes to

**HALIFAX REGIONAL MUNICIPALITY
ADMINISTRATIVE ORDER NUMBER 48
RESPECTING THE CREATION OF
COMMUNITY COUNCILS**

BE IT RESOLVED AS AN ADMINISTRATIVE ORDER of the Council of the Halifax Regional Municipality as follows:

Short Title

1. This Administrative Order may be cited as Administrative Order Number 48, the **Community Council Administrative Order**.

Interpretation

1A. In this Administrative Order,

(a) "Charter" means *Halifax Regional Municipality Charter, 2008, SNS, c. 39, as amended*.

Community Councils

2. There is hereby established the following Community Councils:

(a) the North West Community Council for the area of the Halifax Regional Municipality that on the 6th day of November 2012 is included in:

- i) polling district 1, Waverley - Fall River - Musquodoboit Valley;
- ii) polling district 13, Hammonds Plains - St. Margarets;
- iii) polling district 14, Middle/Upper Sackville - Beaver Bank - Lucasville;
- iv) polling district 15, Lower Sackville; and
- v) polling district 16, Bedford – Wentworth;

(b) the Harbour East-Marine Drive Community Council for the area of the Halifax Regional Municipality that on the 6th day of November 2012 is included in:

- i) polling district 2, Preston - Chezzetcook - Eastern Shore;
- ii) polling district 3, Dartmouth South - Eastern Passage;
- iii) polling district 4, Cole Harbour – Westphal;
- iv) polling district 5, Dartmouth Centre; and
- v) polling district 6, Harbourview - Burnside - Dartmouth East;

(c) the Halifax and West Community Council for the area of the Halifax Regional Municipality that on the 6th day of November 2012 is included in:

- i) polling district 7, Halifax South Downtown;
- ii) polling district 8, Halifax Peninsula North;
- iii) polling district 9, Halifax West Armdale;
- iv) polling district 10, Halifax – Bedford Basin West;
- v) polling district 11, Spryfield – Sambro Loop - Prospect Road; and
- vi) polling district 12, Timberlea - Beechville - Clayton Park – Wedgewood

with the exception of the shaded area of the Halifax Regional Municipality as shown on Schedule 1; and

(d) **the Regional Centre Community Council for the area of the Halifax Regional Municipality that on the 6th day of November 2012 is included in:**

i) polling district 5, Dartmouth Centre, for those shaded areas of the district shown as the Regional Centre Community Council Area on Schedule 4;

ii) polling district 6, Harborview - Burnside - Dartmouth East, for those shaded areas of the district shown as the Regional Centre Community Council Area on Schedule 4;

iii) polling district 7, Halifax South Downtown, for those shaded areas of the district shown as the Regional Centre Community Council Area on Schedule 4;

iv) polling district 8, Halifax Peninsula North, for those shaded areas of the district shown as the Regional Centre Community Council Area on Schedule 4; and

v) polling district 9, Halifax West Armdale, for those shaded areas of the district shown as the Regional Centre Community Council Area on Schedule 4.

Powers

3. (1) Subject to subsection (3) of this section, sections 29, 30 and 31 of the *Halifax Regional Municipality Charter* apply to **each the North West** Community Council.

Development Agreements – Halifax and West, and Harbour-East Marine Drive Community Councils

(1A) Section 31 of the *Charter* applies to the Harbour East-Marine Drive Community Council and the Halifax and West Community Council.

PACs – Halifax and West, and Harbour-East Marine Drive, Regional Centre Community Councils

(1B) Subject to subsection (3) of this section, subsection 30(2) of the *Charter* applies to the Harbour East-Marine Drive Community Council, the Halifax and West Community Council, and the Regional Centre Community Council.

Land Use By-law Amendments - Halifax and West, Harbour-East Marine Drive Community Councils

(1C) Subsection 30(3) of the *Charter* applies to the Harbour East-Marine Drive Community Council and the Halifax and West Community Council, except for those shaded areas shown as the Regional Centre Community Council Area on Schedule 4.

Land Use By-law Amendments - Regional Centre Community Council

(1D) Subsection 30(3) of the *Charter* applies to the Regional Centre Community Council for those shaded areas shown as the Regional Centre Community Council Area on Schedule 4.

Site Plan and Variance Appeals - Halifax and West, Harbour-East Marine Drive Community Councils

(1E) Subsection 30(4) of the *Charter* applies to the Harbour East-Marine Drive Community Council and the Halifax and West Community Council, except for those shaded areas shown as the Regional Centre Community Council Area on Schedule 4.

Site Plan and Variance Appeals - Regional Centre Community Council

(1F) Subsection 30(4) of the *Charter* applies to the Regional Centre Community Council for those shaded areas shown as the Regional Centre Community Council Area on Schedule 4.

Area Rates - Halifax and West, Harbour-East Marine Drive Community Councils

(1G) Section 29 applies to the Harbour East-Marine Drive Community Council, and the Halifax and West Community Council.

(2) Repealed.

(3) A Community Council shall create no more than two planning advisory committees.

(4) If a Community Council creates a planning advisory committee, the terms of reference for the planning advisory committee shall be as set out in Schedule 3 of this Administrative Order.

(5) Nothing in this section prevents a Community Council from:

(a) limiting or adding to the duties of a planning advisory committee from those duties prescribed by section 4 of Schedule 3 of this Administrative Order; or

(b) specifying the number of community citizens that must be appointed to a planning advisory committee from a specified District or portion of a District.

Financial Consequences

4. A Community Council shall not pass any resolution or make any decision which could potentially result in financial consequences for the Municipality which are contrary to those which would result from a previous decision of the Regional Council, unless and until the financial consequences are presented to the Regional Council and approved by it.

Policies and Procedures

5. Repealed.

Effective Date

6. This Administrative Order comes into force December 3, 2012.

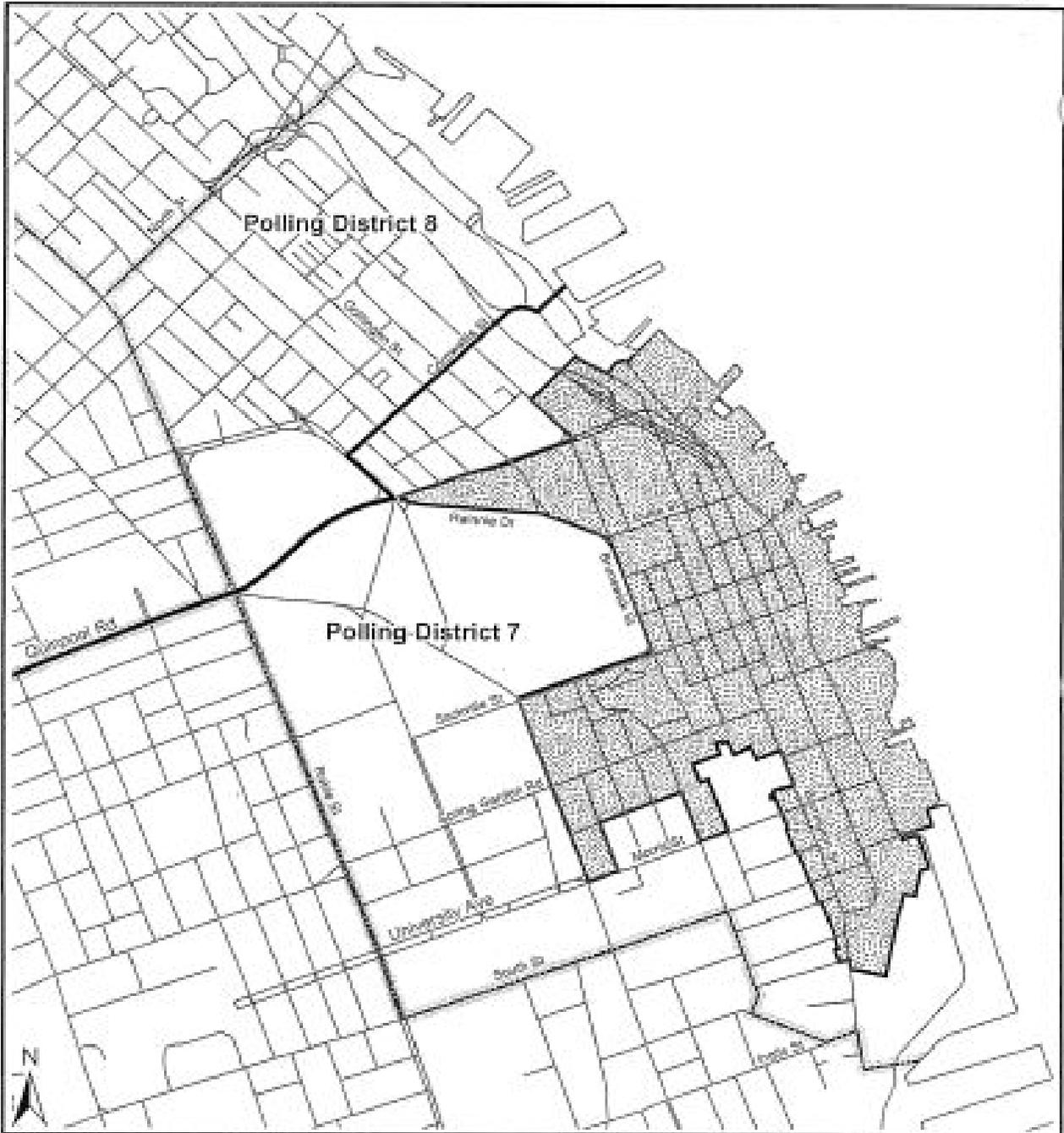
Done and passed in Council this 27th day of November, A.D. 2012.

MAYOR

MUNICIPAL CLERK

I, Cathy Mellett, Municipal Clerk of Halifax Regional Municipality, hereby certify that the above noted Administrative Order was passed at a meeting of Halifax Regional Council held on November 27, 2012.

Cathy Mellett, Municipal Clerk



**Schedule 1 - Area to be Excluded from
Western Community Council**



 Downtown Halifax Plan Area  2012 District Boundary Lines



Halifax Plan Area
Downtown Halifax Secondary Municipal Plan Area

HRM does not guarantee the accuracy of any representation on this plan.

SCHEDULE 2

Repealed.

**SCHEDULE 3
TERMS OF REFERENCE
PLANNING ADVISORY COMMITTEE**

Serving Polling Districts _____, _____ and ____ (and the portion of Districts _____ and _____ (map attached)) incorporated into the _____ Community Council.

1. Membership

- Up to 2 Community Council Members
- Up to 8 community citizens

2. Appointment

- Term of Appointment
 - Councillor: 1 year
 - Residents: 2 years
- Appointments shall be made by the Community Council.
- The Committee shall annually elect from its non-council members a Chair and Vice-Chair.

3. Re-appointment of Members

- Citizen members may be appointed for a maximum of two (2) consecutive terms.
- Citizen members may be appointed for more than two (2) consecutive terms when there are no other interested and qualified candidates.

4. Legislated Duties

- To advise the Community Council with respect to the preparation or amendment of planning documents within or affecting (all or portions of) Polling Districts _____, _____ and _____ incorporated into the Community Council. The term “planning documents” shall be as defined in clause m of section 209 of the *Halifax Regional Municipality Charter*.
- To advise the Community Council with respect to planning matters generally within or affecting (all or portions of) Polling Districts _____, _____, and _____ incorporated into the Community Council. The term “planning matters” means any discretionary decision of Community Council related to the use and development of land.
- Hold public meetings associated with municipal planning strategy amendments as deemed necessary.

5. Additional Duties

- As may be directed by Community Council.

6. Meetings

- The Planning Advisory Committee shall meet at least once per month or as required to conduct business of the Committee. Additional meetings may be scheduled at the discretion of the Chair in consultation with staff.
- The quorum for regular meetings shall be in accordance with Section 74 of Administrative Order One, the Procedure of Council Administrative Order, Quorum of Committee.

- Any member of the Committee who fails to attend three (3) consecutive meetings, without having been excused by the Committee shall vacate the member's seat in accordance with subsection 3 of section 68 of Administrative Order One, the Procedure of Council Administrative Order, and subsection 1 of section 22 of the *Halifax Regional Municipality Charter*.
- All Planning Advisory Committee meetings shall be open to the public, or as allowed under Part VII Section 218 (1) of the *Halifax Regional Municipality Charter*.

7. Procedure

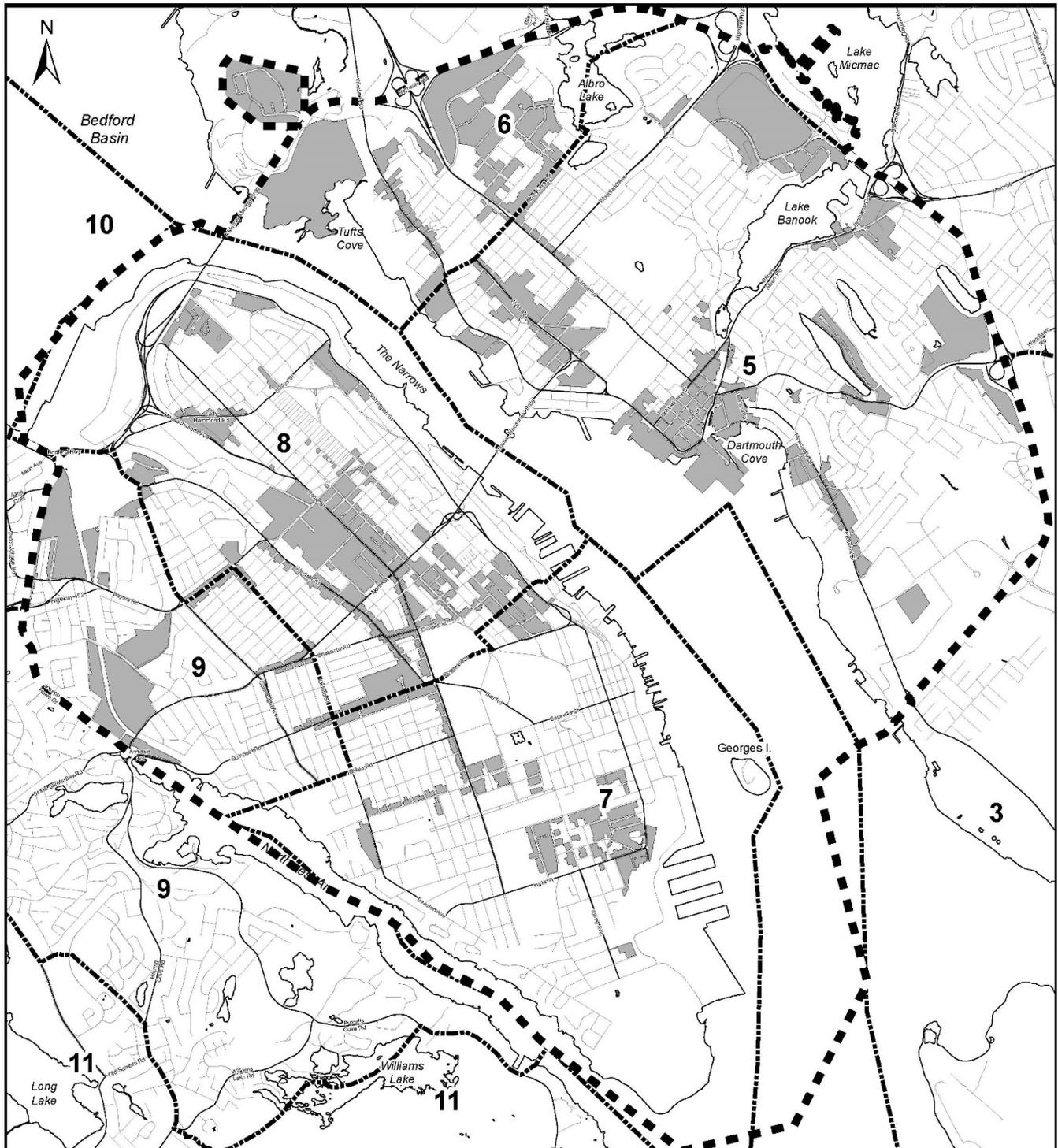
Meeting procedures shall be governed by the HRM Administrative Order One, the Procedure of Council Administrative Order, as it relates to Committee Procedures.

8. Remuneration

Remuneration shall be paid related to travel for attendance at meetings at rates established by Halifax Regional Municipality.

9. Resignation

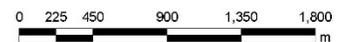
A member may resign from the Committee at any time in accordance with Section 68 of Administrative Order One, the Procedure of Council Administrative Order, Vacating of Position on Committee.



**Schedule 4
Regional Centre Community Council Area**

-  Regional Centre Community Council Area
-  Regional Centre Plan Area
-  Polling Districts

HALIFAX



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Last Updated October 8, 2019

Notice of Motion: November 13, 2012
Approval: November 27, 2012
Effective Date: December 3, 2012

Amendment # 1
Name Change
Notice of Motion: December 11, 2012
Approval: January 15, 2013

Amendment # 2
Planning Advisory Committees
Notice of Motion: February 12, 2013
Approval: February 19, 2013

Amendment # 3
Name Change for Districts 7, 8 & 9
Notice of Motion: May 13, 2014
Approval: May 20, 2014

Amendment # 4
Repeal Schedule 2
Notice of Motion: June 2, 2015
Approval: November 10, 2015

Amendment # 5
Renaming District 12
Notice of Motion: April 26, 2016
Approval: May 10, 2016

Amendment # 6
Amendments to section 3 to create Regional Centre Community Council
Adding subsections 3(1A), (1B), (1C), (1D), (1E), (1F), (1G)
Notice of Motion: November 12, 2019
Approval: December 3, 2019

ATTACHMENT C:
Amending Administrative Order 48,
Respecting the Creation of Community Councils

BE IT ENACTED by the Council of the Halifax Regional Municipality that Administrative Order No. 48, *Respecting the Creation of Community Council Administrative Order* is further amended as follows:

1. Section 1 is amended by italicizing the words “Community Council Administrative Order” after the word “the” and before the period at the end of the section.

2. Section 2 is amended by

- (a) striking out the period at the end of subclauses (a)(v), and (b)(v);
- (b) striking out the period at the end of clause (c);
- (c) adding a semi-colon at the end of subclauses (a)(v), and (b)(v);
- (d) adding a semi-colon and the word “; and” at the end of clause (c); and
- (e) adding clause (d) after clause (c) and before section 3, as follows:

(d) the Regional Centre Community Council for the area of the Halifax Regional Municipality that on the 6th day of November, 2012 is included in:

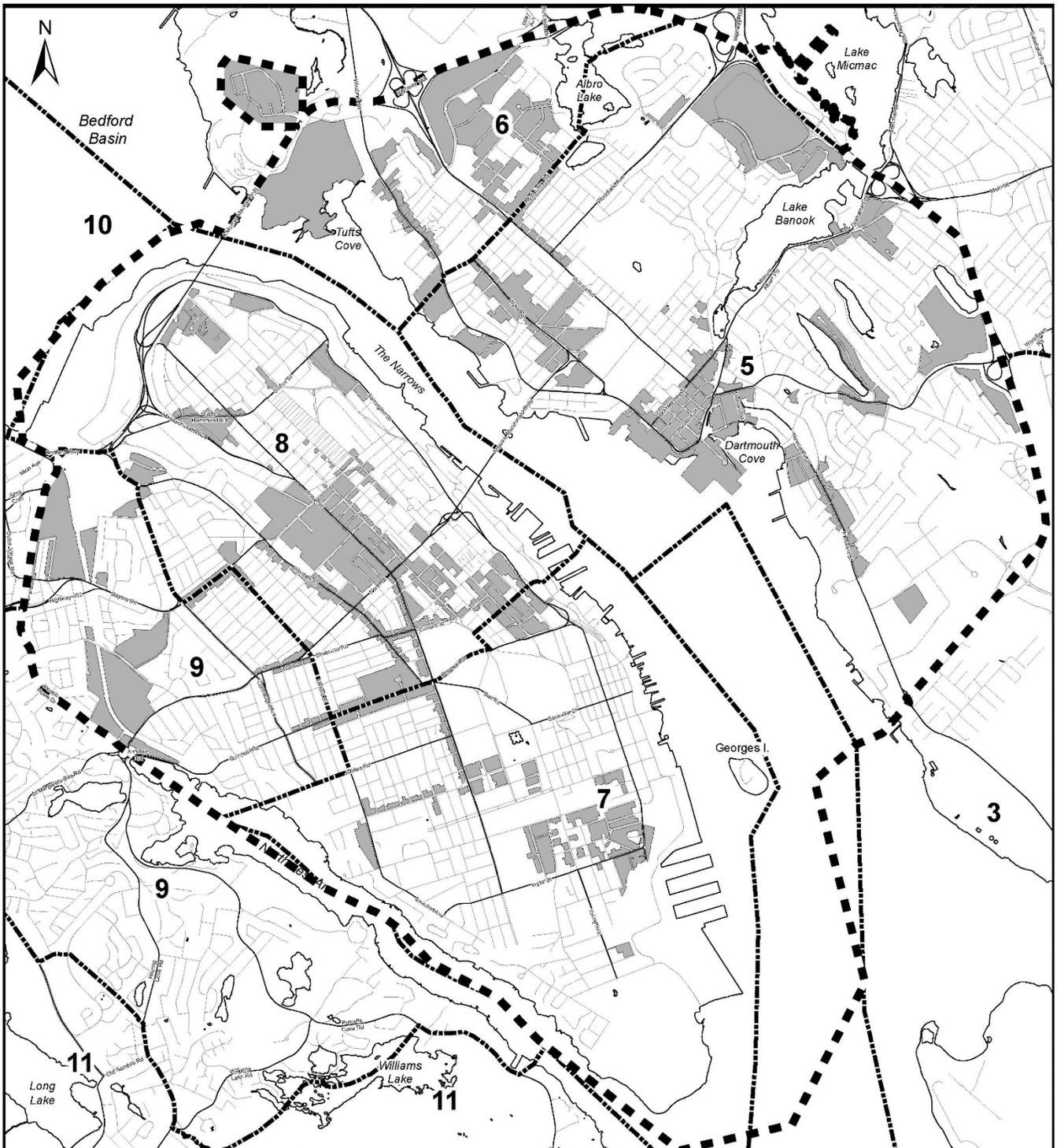
- i) polling district 5, Dartmouth Centre, for those shaded areas of the district shown as the Regional Centre Community Council Area on Schedule 4;
- ii) polling district 6, Harbourview - Burnside - Dartmouth East, for those shaded areas of the district shown as the Regional Centre Community Council Area on Schedule 4;
- iii) polling district 7, Halifax South Downtown, for those shaded areas of the district shown as the Regional Centre Community Council Area on Schedule 4;
- iv) polling district 8, Halifax Peninsula North, for those shaded areas of the district shown as the Regional Centre Community Council Area on Schedule 4; and
- v) polling district 9, Halifax West Armdale, for those shaded areas of the district shown as the Regional Centre Community Council Area on Schedule 5.

3. Section 3 is amended by:

(a) striking out the words “*Halifax Regional Municipality*” after the words, comma, and numbers “sections 29, 30 and 31 of the” and before the word “*Charter*” in subsection 1;

(b) striking out the word “each” after the words “*Charter* apply to” and before the word “Community” in subsection 1;

(c) adding the words “the North West” after the newly struck word “each” and before the words “Community Council” in subsection 1; and



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