

DISTRICTS 7 & 8 PLANNING ADVISORY COMMITTEE  
MINUTES

February 24, 2014

- PRESENT: Mr. Brenden Sommerhalder, Chair  
Ms. Katherine Kitching, Vice Chair  
Mr. Michael Bradfield  
Mr. John Czenze  
Councillor Wayne Mason  
Councillor Jennifer Watts
- REGRETS: Mr. Michael Haddad  
Mr. Adam Conter  
Ms. Sunday Miller  
Jennifer Powley
- STAFF: Ms. Karen Brown, Senior Solicitor  
Mr. Kurt Pyle, Supervisor, Planning Applications and Heritage  
Ms. Gail Harnish, PAC Coordinator  
Ms. Sherrill Murphy, Deputy Clerk  
Ms. Krista Vining, Legislative Assistant  
Ms. Melissa Eavis, Legislative Support

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## 1. CALL TO ORDER

The Chair called the meeting to order at 4:10 p.m. in Halifax Hall located at City Hall, 1841 Argyle Street, Halifax.

## 2. DISCUSSION – ADMINISTRATIVE, PLANNING AND PUBLIC INFORMATION MEETING CONDUCT MATTERS

The following information was before the Committee:

- Districts 7 & 8 Planning Advisory Committee Terms of Reference
- PAC - Public Information Meeting Process
- A list of process questions created by the Chair and Vice Chair
- A document package containing applicable planning and policy information

The following discussions took place regarding housekeeping matters, Committee processes and Public Information Meetings with input from the Clerk's Office, Planning and Legal staff members:

- Members should ensure that if they are unable to attend a scheduled meeting or Public Information Meeting, to provide regrets to the Chair and/or Clerk's Office.

The Committee discussed keeping a record of considerations and issues that are outside of their purview but could be brought forward as a memorandum to Community Council.

- Site visits may be conducted by individual Committee members but the Committee will not be hosting site visits as a part of official Committee meetings at this time.
- During Committee meetings, the role of the applicant will be to answer specific questions regarding the proposal. Applicants will not be given an opportunity to make a presentation to the Committee but they may make themselves available to answer specific questions during the meeting. Applicants are encouraged to send applicable informational materials to the Clerk's Office for distribution to the Committee one week prior to the scheduled meeting.
- The Clerk's Office will forward an electronic package with color attachments to members of the Committee containing any materials applicable to an application including those submitted by the applicant.

The Committee discussed the role of the public during Committee meetings and it was concluded that public input would only be sought during Public Information Meetings.

The Committee and planning staff discussed the role of the Planning Advisory Committee and what exactly the Committee is being asked to comment on when cases are brought forward.

The Committee asked that Planning Staff's presentations include:

- The policy criteria under which the matter is being considered
- The question before the Committee and ~~potential recommendation options~~ (i.e. to support the proposal, to support the proposal with the following changes, or to not support the proposal and reasons why it is being rejected)
- Whether staff is requesting specific feedback and why

It was noted that the Chair will review agendas prior to each meeting. Committee members are asked to forward any items they would like added to the agenda prior to the meeting. Agenda items must fall within the Committee's Terms of Reference.

The Committee discussed the role of Councillors within the Planning Advisory Committees and whether there is a conflict of interest in regards to cases that are before the Committee but have not yet gone to public hearing. It was decided that the Committee would seek information from Legal staff regarding the issue of Committee Councillors voting on cases before the Committee prior to those cases going to public hearing. Also, inquire as to whether Councillors can be deemed non-voting members in order to avoid this issue

A discussion was held on Committee hosted and Planning hosted Public Information Meetings. As per Legal, a Committee hosted Public Information Meeting requires a quorum of five (5) members. It was reiterated that because Public Information Meetings require quorum, it will be especially important for Committee members to inform the Chair or Clerk's Office of any regrets.

The Committee considered the possibility of planning staff hosting all Public Information Meetings and it was decided to forgo this discussion until the Committee has gained more experience in hosting Public Information Meetings.

It was agreed that the Committee needs a more formalized role during all Public Information Meetings. The location of meetings was also discussed and the Committee agreed that fixed meeting locations may circumvent set up issues and should be explored further.

The Committee also agreed that a standard set of rules should be outlined at the beginning of a Public Information Meeting and these rules should include time limits for speakers, a set time to end the meeting, and calling speakers forward according to a speakers list.

The issue of Committee members commenting as members of the public during Public Information Meetings was also discussed and it was determined that Committee members should limit their comments to PAC meetings.

Mr. Richard Harvey, Major Projects Planner, is to be invited to speak to the Committee regarding the evolution of planning policy in HRM.

**3. DATE OF NEXT MEETING – March 24, 2014**

**4. ADJOURNMENT**

The meeting was adjourned at 6:42 p.m.

Melissa Eavis  
Legislative Assistant