

**HALIFAX REGIONAL MUNICIPALITY
PORT WALLACE PPC**

**7:00 p.m.
Monday, Sept. 8, 2014
East Dartmouth Community Centre**

IN ATTENDANCE: Paul Morgan, Senior Planner, Regional and Community Planning
Kasia Tota, Community Developer, Regional and Community
Adam Flick
Bertrand Losier
Catherine Lunn
Katherine Mills
Robert MacPherson
Steven Sinnott
Valerie Gray

COUNCILLORS: Deputy Mayor Darren Fisher
Councillor Barry Dalrymple

REGRETS: Claudia Currie

**PUBLIC IN
ATTENDANCE:** 4

The meeting commenced at approximately 7:00 p.m.

1. Opening Remarks/Introductions/Purpose of Meeting – Paul Morgan

Paul Morgan, Senior Planner and Project manager for the Port Wallace Planning process opened the meeting by welcoming members of the committee and Councillors, and asking everyone to do a round of introductions. He also introduced consultants representing property owners and members of Port Wallace Holdings who were present in the gallery.

2. Committee Mandate and Project Schedule - Paul Morgan/Kasia Tota

Paul Morgan started the presentation by stating that the goal of the first meeting is to provide the committee with a good understanding of its mandate, the various roles and responsibilities of various project players.

The presentation covered the following topics:

- Orientation package

- Project purpose
- The purpose of a Municipal Planning Strategy
- Project process and schedule
- PPC Mandate
- Role of staff , consultants for the landowners, Nova Scotia Utility and Review Board and Council

Paul Morgan emphasized that while other planning processes were lengthy in nature, the Port Wallace project is intended to be presented to Council within 18-24 month timeframe. Meetings of the Committee will take place at key milestones to review draft products such as studies and design proposals. The Committee will review and comment on draft documents before they are presented to the public. The Committee's role is to provide advice to staff and Community Councils. Staff will provide technical expertise, overall project management and will be the public face of the project.

3. Committee Operations - Kasia Tota

Kasia Tota, Community Developer for HRM covered the following aspects:

- Requirements of a Committee of Council
- Meeting procedures (e.g open to the public, quorum, public presentations at meetings selection of chair and Vice Chair etc)
- Positive Inquiry
- Decision making
- Committee ground rules

There are formal requirements of a Committee of Council, but members should also develop their own ground rules that will help them perform their duties well. The Committee can decide on a process of selecting a Chair and Vice Chair. Consensus decision making works well at a Committee level, but staff request that motions and a formal vote be taken at key decision points.

Members felt that if members are interested in being a chair, they indicate their interest prior to the next meeting of the Committee.

Kate Mills asked how much support the Committee will receive to help it understand technical information. Paul Morgan stated that it is the role of staff to help the Committee understand the information and to flag issues of concern. Additional information can be provided, but requests should ideally be made through the Chair or Committee.

Steven Sinnott asked whether the Committee will be expected to keep any matters confidential. Paul Morgan stated that overall all documents will be available publicly on the project website prior to a meeting.

Bert Losier asked whether working groups will be formed. Paul answered that this should not be typically required because the committee should operate as a whole. In the past working groups were formed to plan public consultation etc but in this process it is expected that staff and

consultants will provide more support in this respect.

Committee members are always encouraged to ask questions. While the Regional Plan provides the overall policy direction, secondary plans can be more stringent in some respects.

The full presentation is available on-line under Committee Sept. 8 2014 Agenda at <http://www.halifax.ca/planhrm/portwallace.php>).

4. Logistics, training and next meeting

Kasia Tota asked the Committee whether the Committee would like to have another orientation meeting, and what training needs may be required. The consensus was that another meeting would be useful, ideally in early October, and the following areas were of interest:

- Planning 101
- Regional Plan policy guidance
- Key policy changes resulting from the Regional Plan's Five-year Review (RP+5)
- Examples of other community plans (e.g Fall River, Bedford West/Bedford South)
- Community Engagement 101
- What are the most effective ways of engaging the public from a perspective of a past PPC Chair
- Review of current stakeholder list
- How to share information with the community / where project information is available

Kasia stated that a training session be organized for the first week of October (tentative date: October 6, 2014).

4. Closing comments

Greg Zwicker, WSP stated that the consultants would like to work with the Committee collaboratively.

Deputy Mayor Fisher and Councillor Dalrymple thanked the Committee for volunteering their time on such an important project.

Paul Morgan and Kasia Tota thanked everyone for attending.

5. Adjournment

The meeting adjourned at approximately 9:00 p.m.