



**HALIFAX PENINSULA PLANNING ADVISORY COMMITTEE
ORIENTATION MINUTES
January 15, 2018**

PRESENT: Ashley Morton, Chair
Sarah MacDonald, Vice Chair
Margo Grant
Jason Cooke
Jeana MacLeod
Grant Cooke
Houssam Elokda
Deputy Mayor Wayne Mason

REGRETS: Councillor Lindell Smith

STAFF: Kate Greene, Manager Business Services, Planning and Development
Sharon Chase, Legislative Assistant, Office of the Municipal Clerk
Hannah Forsyth, Legislative Support, Office of the Municipal Clerk

The following does not represent a verbatim record of the proceedings of this meeting.

The agenda, supporting documents, and information items circulated to the Committee are available online at Halifax.ca

The meeting was called to order at 4:31 p.m. and the Committee adjourned at 6:10 p.m.

1. CALL TO ORDER

The Chair called the meeting to order at 4:31 pm at the Barrington Room, 1st Floor City Hall, 1841 Argyle Street, Halifax.

2. BOARDS AND COMMITTEE GENERAL ORIENTATION

Legislative Assistant Sharon Chase made a presentation to the Committee on advisory boards and committees and gave an overview of: the terms of reference, the function of the Chair, conflicts of interest, agendas and meetings, diversity and inclusion and member conduct. A copy of the presentation is on file.

3. PLANNING ADVISORY COMMITTEE ORIENTATION

The Chair, Ashley Morton, presented an overview of planning committees. The presentation included: committee roles, the geographic area of the committee, recommendations to Community Council, public information meetings, planning staff reports and the freedom of information and protection of privacy act. The Planning Advisory Committee Orientation Tool available on the Committee web page was referenced.

4. PLANNING PROCESS PRESENTATION

Kate Greene, Manager Business Service Planning and Development, presented the general planning process to the Committee. The structure of planning, the HRM Charter, the Regional Plan, community policy and regulations, planning advisory committees, enabled and not-enabled planning amendments, the role of staff and planning tools were all discussed in the presentation. A copy of the presentation is on file.

5. DATE OF NEXT MEETING – January 22, 2018 @ 4: 30 p.m., City Hall.

6. ADJOURNMENT

The meeting adjourned at 6:10 p.m.

Hannah Forsyth
Legislative Support