



**DESIGN REVIEW COMMITTEE  
SPECIAL MEETING  
DRAFT MINUTES  
November 12, 2020**

**PRESENT:** Erica Armstrong, Chair  
Marilee Sulewski, Vice Chair  
Jessica Harper  
Jan Sheppard Kutcher  
Marcel Tarnogorski  
Tara Ralph  
Catherine Ann Somerville Venart  
Sarah MacDonald

**REGRETS:** Rimon Soliman  
Nicholas Robins  
David Hanna  
Ade Olatunde

**STAFF:** Meg MacDougall, Solicitor  
Andrea Lovasi-Wood, Legislative Assistant  
Alicia Wall, Legislative Support

*These minutes are considered draft and will require approval by the Design Review Committee at a future meeting.*

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

*The agenda, reports, supporting documents, and information items circulated are online at [halifax.ca](http://halifax.ca).*

*The meeting was called to order at 4:30 p.m., and the Committee adjourned at 5:13 p.m.*

**1. CALL TO ORDER**

The Chair called the meeting to order at 4:30 p.m.

**2. APPROVAL OF MINUTES – September 24, 2020**

MOVED by Catherine Ann Somerville Venart, seconded by Jessica Harper

**THAT the minutes of September 24, 2020 be approved as circulated.**

**MOTION PUT AND PASSED.**

**3. APPROVAL OF THE ORDER OF BUSINESS AND APPROVAL OF ADDITIONS AND DELETIONS**

MOVED by Catherine Ann Somerville Venart, seconded by Marilee Sulewski

**THAT the agenda be approved as presented.**

**MOTION PUT AND PASSED.**

**4. BUSINESS ARISING OUT OF THE MINUTES - NONE**

**5. CALL FOR DECLARATION OF CONFLICT OF INTERESTS - NONE**

**6. CONSIDERATION OF DEFERRED BUSINESS**

**7. CORRESPONDENCE, PETITIONS & DELEGATIONS - NONE**

**7.1 Correspondence - none**

**7.2 Petitions - none**

**7.3 Presentations - none**

**8. INFORMATION ITEMS BROUGHT FORWARD – NONE**

**9. REPORTS**

**9.1 STAFF**

**9.1.1 Upcoming Applications**

The Design Review Committee can expect to receive an application for lands on Granville St. for a mixed-use development inclusive of 2 existing heritage buildings known as the Dennis Building and the Acadian Recorder building.

**9.1.2 DRC Orientation and Discussion**

The Chair opened discussions regarding professional development/education for the committee. There is a lot of legislation and complexity involved in making decisions. This is an opportunity to solicit feedback from members regarding any questions or comments they may have. The Chair proposed using meeting times with no applications for professional development.

Carl Purvis, Urban and Rural Planning Applications Program Manager, agreed that the Downtown Halifax Land Use By-law and the Design Manual that the Committee applies when making its decisions are a complex set of rules. Staff does what they can to provide as much information as possible to the Committee.

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**Design Review Committee Special Meeting  
Draft Minutes  
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Questions and comments from the Committee included:

- What wind impact assessments entail;
- How is advice from the Heritage Advisory Committee received by the Design Review Committee (DRC);
- Can the Committee keep a running list of topics for discussion; and
- The Committee would like to use case studies of previous applications heard by the DRC in order to discuss challenges faced and how outcomes were achieved.

It was noted that one of the members has an informal document that helps guide the decision-making process. The Committee would like to review this document to see if it can be worked into a formal document for the Committee.

The Chair will meet with the Legislative Assistant and staff to discuss how professional development could be extended to the Committee and will provide an update at a future meeting.

**10. PRELIMINARY PRESENTATIONS - NONE**

**11. COMMITTEE MEMBERS**

**11.1.1 DRC Terms of Reference**

The Committee discussed the possibility of having an option for an automatic renewal after serving their first two year term on the Committee. Members feel this would be good as it would allow more experienced members to remain on the Committee.

Members questioned whether members could serve for more than two consecutive terms and the rationale for quorum.

The Legislative Assistant confirmed members may serve more than two consecutive terms if vacancies cannot be filled with new applicants from the volunteer Board and Committee recruitment drive.

In response to the Committee, staff confirmed the rationale for quorum is based on the 60-day approval period of applications.

MOVED by Sarah MacDonald, seconded by Catherine Ann Somerville Venart

**THAT the Design Review Committee recommend that Halifax Regional Council request a staff report respecting amendments to the Design Review Committee's Terms of Reference in section 4 of the Downtown Halifax Land Use By-law with respect to the length of terms for members and to consider the possibility of automatically renewing terms for a one or two year period.**

**MOTION PUT AND PASSED.**

**12. ADDED ITEMS - NONE**

**13. IN CAMERA (IN PRIVATE) – NONE**

**14. DATE OF NEXT MEETING – December 10, 2020**

**15. ADJOURNMENT**

The meeting adjourned at 5:13 p.m.

Alicia Wall  
Legislative Support