

**TERMS OF REFERENCE
HALIFAX & WEST HALIFAX PENINSULA
PLANNING ADVISORY COMMITTEE**

Serving Polling Districts 7, 8 (with the exception of the HRM by Design Area) (maps attached) and the portion of District 9 (map attached) incorporated into the Halifax & West 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 Halifax & West 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 Halifax & West Community Council with respect to the preparation or amendment of planning documents within or affecting (all or portions of) Polling Districts 7, 8 and 9 incorporated into the Halifax & West 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 Halifax & West Community Council with respect to planning matters generally within or affecting (all or portions of) Polling Districts 7, 8 and 9 incorporated into the Halifax & West 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.

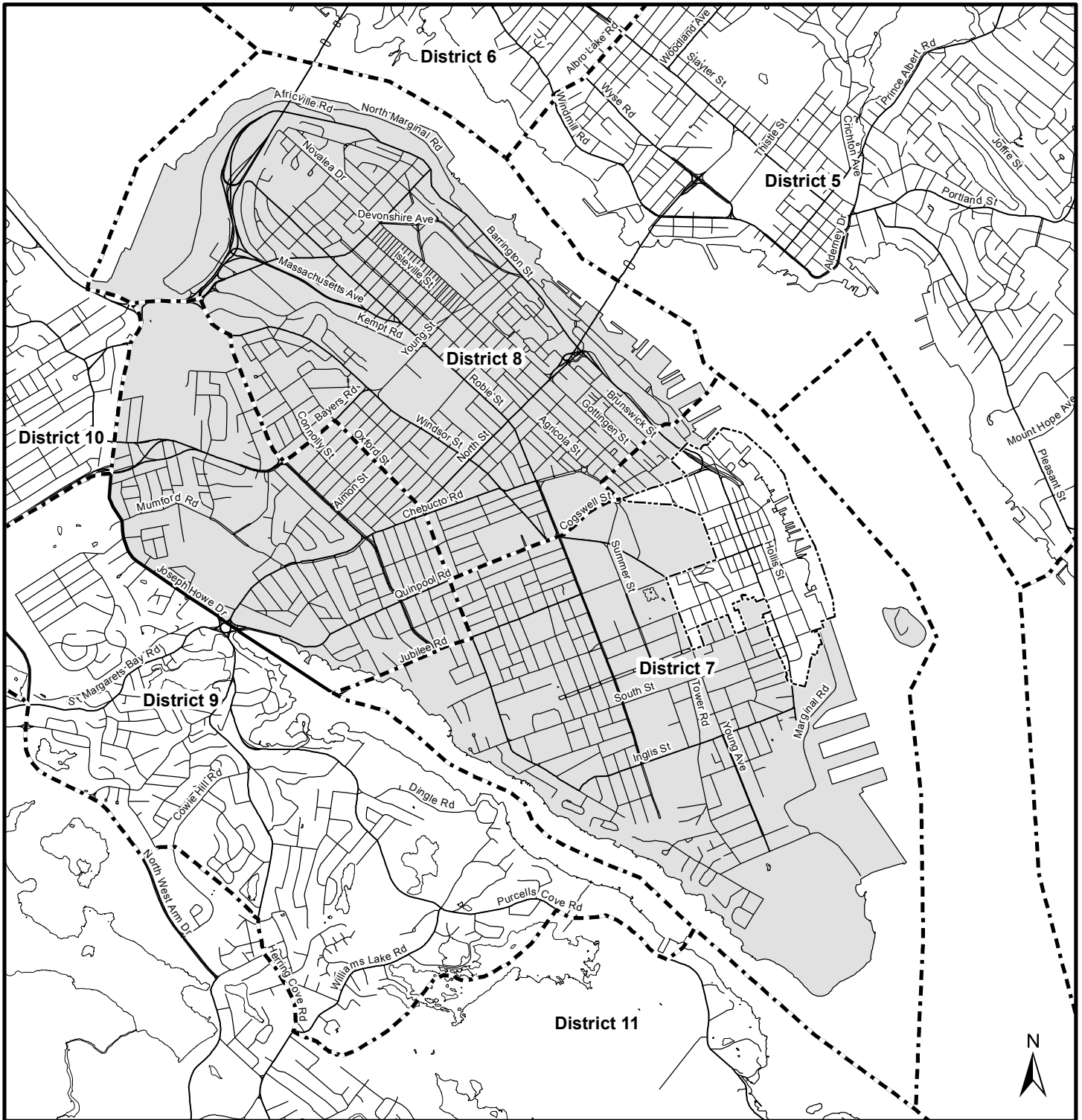
8. Remuneration

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

9. Resignation


- ◆ 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.

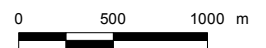
Adopted by Halifax & West
Community Council
June 10, 2013
Revised by Halifax & West
Community Council
May 30, 2017



Halifax Peninsula Planning Advisory Committee

HALIFAX

 Polling district boundary



Halifax Peninsula
Land Use By-Law Area

The accuracy of any representation on
this plan is not guaranteed.