

**HALIFAX REGIONAL MUNICIPALITY**  
**ADMINISTRATIVE ORDER NUMBER 48**  
**RESPECTING THE CREATION OF**  
**COMMUNITY COUNCILS**

**BE IT RESOLVED AS AN ADMINISTRATIVE ORDER** of the Council of the Halifax Regional Municipality as follows:

**Short Title**

1. This Administrative Order may be cited as Administrative Order Number 48, the Community Council Administrative Order.

**Community Councils**

2. There is hereby established the following Community Councils:

(a) the North West Community Council for the area of the Halifax Regional Municipality that on the 6th day of November 2012 is included in:

- i) polling district 1, Waverley - Fall River - Musquodoboit Valley;
- ii) polling district 13, Hammonds Plains - St. Margarets;
- iii) polling district 14, Middle/Upper Sackville - Beaver Bank - Lucasville;
- iv) polling district 15, Lower Sackville; and
- v) polling district 16, Bedford – Wentworth.

(b) the Harbour East-Marine Drive Community Council for the area of the Halifax Regional Municipality that on the 6th day of November 2012 is included in:

- i) polling district 2, Preston - Chezzetcook - Eastern Shore;
- ii) polling district 3, Dartmouth South - Eastern Passage;
- iii) polling district 4, Cole Harbour – Westphal;
- iv) polling district 5, Dartmouth Centre; and
- v) polling district 6, Harbourview - Burnside - Dartmouth East.

(c) the Halifax and West Community Council for the area of the Halifax Regional Municipality that on the 6th day of November 2012 is included in:

- i) polling district 7, Halifax South Downtown;
- ii) polling district 8, Halifax Peninsula North;
- iii) polling district 9, Halifax West Armdale;
- iv) polling district 10, Halifax – Bedford Basin West;
- v) polling district 11, Spryfield – Sambro Loop - Prospect Road; and

vi) polling district 12, Timberlea - Beechville - Clayton Park - Wedgewood

with the exception of the shaded area of the Halifax Regional Municipality as shown on Schedule 1.

### **Powers**

3. (1) Subject to subsection (3) of this section, sections 29, 30 and 31 of the *Halifax Regional Municipality Charter* apply to each Community Council.

(2) Repealed.

(3) A Community Council shall create no more than two planning advisory committees.

(4) If a Community Council creates a planning advisory committee, the terms of reference for the planning advisory committee shall be as set out in Schedule 3 of this Administrative Order.

(5) Nothing in this section prevents a Community Council from:

(a) limiting or adding to the duties of a planning advisory committee from those duties prescribed by section 4 of Schedule 3 of this Administrative Order; or

(b) specifying the number of community citizens that must be appointed to a planning advisory committee from a specified District or portion of a District.

### **Financial Consequences**

4. A Community Council shall not pass any resolution or make any decision which could potentially result in financial consequences for the Municipality which are contrary to those which would result from a previous decision of the Regional Council, unless and until the financial consequences are presented to the Regional Council and approved by it.

### **Policies and Procedures**

5. Repealed.

### **Effective Date**

6. This Administrative Order comes into force December 3, 2012.

Done and passed in Council this 27<sup>th</sup> day of November, A.D. 2012.

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MAYOR

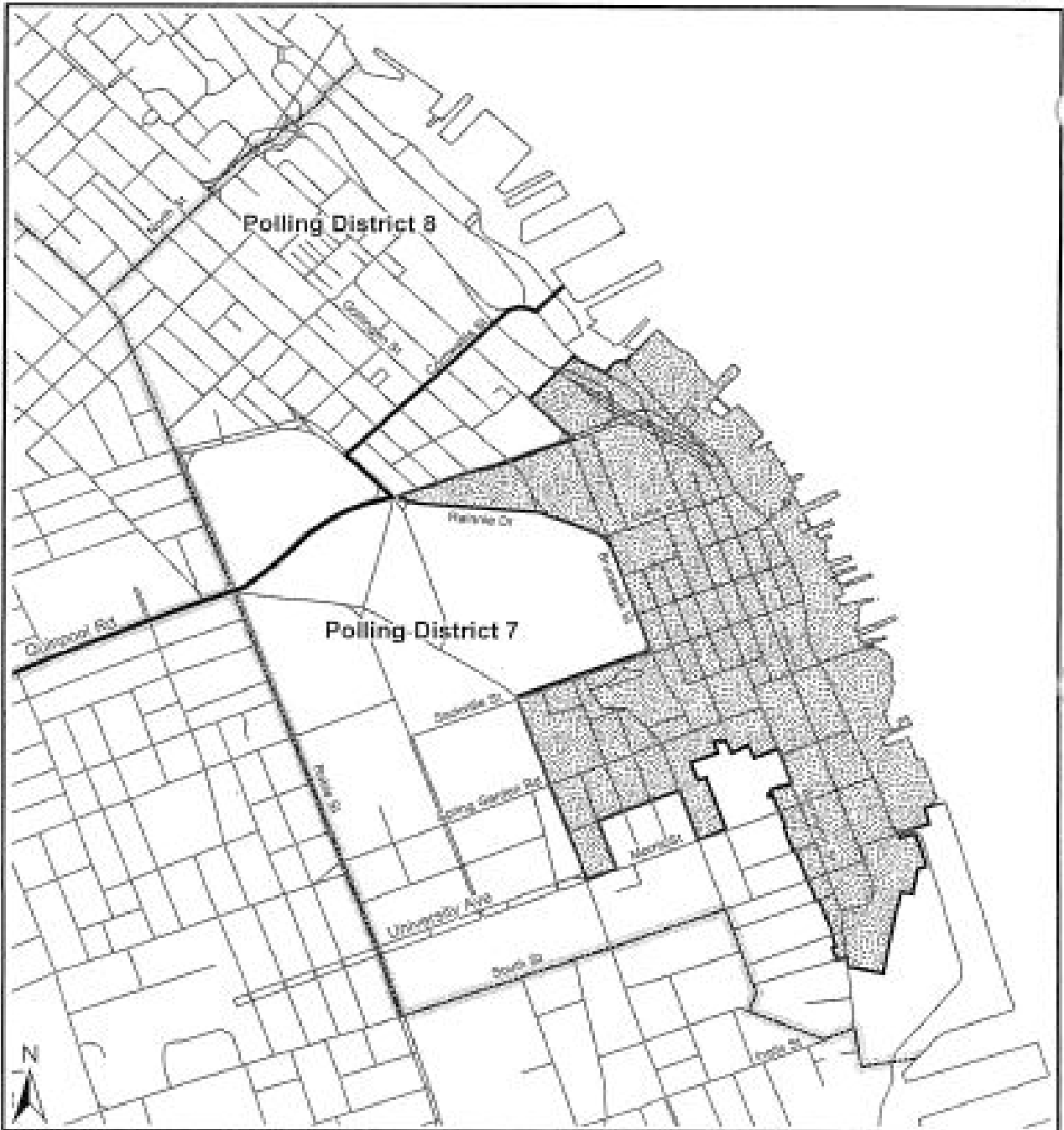
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MUNICIPAL CLERK

I, Cathy Mellett, Municipal Clerk of Halifax Regional Municipality, hereby certify that the above noted Administrative Order was passed at a meeting of Halifax Regional Council held on November 27, 2012.

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Cathy Mellett, Municipal Clerk



**Schedule 1 - Area to be Excluded from  
Western Community Council**



Downtown Halifax Plan Area
 

 2012 District Boundary Lines



Halifax Plan Area  
 Downtown Halifax Secondary Municipal Plan Area

HRM does not guarantee the accuracy of any representation on this plan.

## **SCHEDULE 2**

Repealed.

## SCHEDULE 3

### TERMS OF REFERENCE

#### PLANNING ADVISORY COMMITTEE

Serving Polling Districts \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_ (and the portion of Districts \_\_\_\_ and \_\_\_\_ (map attached)) incorporated into the \_\_\_\_\_ 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 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 Community Council with respect to the preparation or amendment of planning documents within or affecting (all or portions of) Polling Districts \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ incorporated into the 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 Community Council with respect to planning matters generally within or affecting (all or portions of) Polling Districts \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ incorporated into the 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**

A 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.

Notice of Motion: November 13, 2012  
Approval: November 27, 2012  
Effective Date: December 3, 2012

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Amendment # 1  
Name Change  
Notice of Motion: December 11, 2012  
Approval: January 15, 2013

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Amendment # 2  
Planning Advisory Committees  
Notice of Motion: February 12, 2013  
Approval: February 19, 2013

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Amendment # 3  
Name Change for Districts 7, 8 & 9  
Notice of Motion: May 13, 2014  
Approval: May 20, 2014

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Amendment # 4  
Repeal Schedule 2  
Notice of Motion: June 2, 2015  
Approval: November 10, 2015

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Amendment # 5  
Renaming District 12  
Notice of Motion: April 26, 2016  
Approval: May 10, 2106