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Item No. 15.1.4
Halifax Regional Council
September 9, 2025

TO: Mayor Fillmore and Members of Halifax Regional Council
FROM: Cathie O'Toole, Chief Administrative Officer
DATE: August 28, 2025
SUBJECT: Nomination to Nova Scotia Federation of Municipalities Board

ORIGIN

The requirement to fill Councillor positions on Nova Scotia Federation of Municipalities.

EXECUTIVE SUMMARY

The report outlines the process and expression of interest results to fill a Councillor position on Nova Scotia Federation of Municipalities.

RECOMMENDATION

It is recommended that Halifax Regional Council:

1. Suspend the rules of procedures under Schedule 6 of Administrative Order One, Executive Standing Committee Terms of Reference, requiring the Executive Standing Committee to review the nomination outlined in this report and make a recommendation to Regional Council; and
2. Nominate Councillor Austin as the Halifax Regional Municipality Representative to sit on the Nova Scotia Federation of Municipalities Board for a two-year term.

BACKGROUND

The Nova Scotia Federation of Municipalities (NSFM) Board includes two (2) Halifax Regional Municipality Representatives, elected at the annual NSFM Fall Conference. Per NSFM's policies, these two-year terms are staggered so that one (1) Halifax Regional Municipality Representative is elected to the NSFM Board each year.

Councillor Young was nominated by Regional Council for a two-year term on November 12, 2024, and appointed by NSFM at their 2024 fall conference. Councillor Austin was nominated by Regional Council for a two-year term on September 26, 2023, and appointed by NSFM at their 2023 fall conference. As per NSFM's policies, both Councillors will continue to serve until their terms expire.

The NSFM has requested nominations for the Halifax Regional Municipality Representative position currently held by Councillor Austin. Nominations for this two-year term on the NSFM Board are required to

be submitted to the NSFM by October 3, 2025, to be considered eligible for election at their 2025 fall conference.

DISCUSSION

An expression of interest was issued from the Office of the Municipal Clerk to all Members of Council for the two-year term on the NSFM Board. The following Member of Council expressed interest before the September 15, 2025, deadline:

- Councillor Sam Austin

It is customary for the nomination of Members of Council to be presented to the Executive Standing Committee for review, however, staff have recommended that Council suspend section 4, Membership Selection of Schedule 6 of Administrative Order One (AO 1), Executive Standing Committee Terms of Reference, to avoid delays in the appointment process. Section 4 states:

4. The Executive Standing Committee shall act as the Membership Selection Committee of the Council with a mandate to function as the nomination committee for appointment to Boards and Committees, including at large nomination to Standing Committees, except as delegated to other Standing Committees by the Council.

FINANCIAL IMPLICATIONS

No financial implications at this time.

RISK CONSIDERATION

The NSFM has set a deadline of October 3, 2025, for nominations. A delay in Regional Council's nomination could result in a delayed election of the Halifax Regional Municipality Representative at the NSFM 2025 fall conference.

COMMUNITY ENGAGEMENT

No community engagement was required.

ENVIRONMENTAL IMPLICATIONS

No environmental implications were identified.

ALTERNATIVES

A delay in appointments is not recommended due to the reasons outlined in this report.

Regional Council may consider nominations from the floor, with a mover and a seconder, outside of the name submitted through the expression of interest process outlined in this report.

A Councillor who had expressed interest in serving on the NSFM Board may also remove their name from consideration at the meeting.

LEGISLATIVE AUTHORITY

Administrative Order One, *The Procedures of the Council Administrative Order:*

4. (2) Notwithstanding subsection (1), any one or more of the rules of procedures contained herein except for sections 5 and 41 and subsections 12(5) and 59(3) may be suspended by Council. The Executive Standing Committee shall act as the Membership Selection Committee of the Council with a mandate to function as the nomination committee for appointment to Boards and Committees, including at large nomination to Standing Committees, except as delegated to other Standing Committees by the Council.

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119. A report with recommendations for nomination and appointment shall be brought forward to the appropriate nominating body in accordance with the HRM Charter, the Public Appointment Policy and Terms of Reference adopted by the Council.

ATTACHMENTS

None.

Report Prepared by: Annie Sherry, Public Appointments Coordinator, 902.490-4210.
