



P.O. Box 1749
Halifax, Nova Scotia
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Item No. 15.1.2
Halifax Regional Council
January 14, 2025

TO: Mayor Fillmore and Members of Halifax Regional Council

FROM: Cathie O'Toole, Chief Administrative Officer

DATE: December 19, 2024

SUBJECT: **Standing Committee Nominations to Boards, Committees and Commissions**

ORIGIN

The requirement to fill Councillor positions on Boards, Committees and Commissions.

The motions in the discussion section of this report for the:

- December 11, 2024, meeting of the Transportation Standing Committee, motion from agenda item 13.1.1.; and
- December 16, 2024, meeting of the Executive Standing Committee, motion from agenda item 13.1.2.

EXECUTIVE SUMMARY

Halifax Regional Council has several Boards, Committees and Commissions on which members of Council serve in accordance with the Terms of Reference of those bodies. This report outlines the process for Councillor appointments to various Boards, Committees and Commissions requiring nomination by the Transportation Standing Committee and Executive Standing Committee.

RECOMMENDATION

It is recommended that Halifax Regional Council:

1. Adopt the nomination of the Transportation Standing Committee by appointing Councillor Morse to serve on the Canadian Urban Transit Association, for a term to November 2026;
2. Adopt the nominations of the Executive Standing Committee by appointing Councilor Purdy, Councillor White, and Councillor St-Amand to serve on the Accessibility Advisory Committee for a term to November 2026;
3. Adopt the nominations of the Executive Standing Committee by appointing Councillor Hinch and Councillor Young to serve on the African Descent Advisory Committee for a term to November 2026; and
4. Adopt of the nominations of the Executive Standing Committee by appointing Councillor Hinch and Councillor Hartling to serve on the Women and Gender Equity Advisory Committee for a term to November 2026.

BACKGROUND

Halifax Regional Council has several Boards, Committees and Commissions on which members of Council serve in accordance with the Terms of Reference of those bodies. Current appointments expired at the end of the Council term, and new appointments are required to fill vacancies.

The Transportation Standing Committee received a staff recommendation report dated December 3, 2024, at their December 11, 2024, meeting to consider the nomination of a member of Regional Council to the Canadian Urban Transit Association (CUTA). For further information refer to the attached staff report dated December 3, 2024 (Attachment 1).

The Executive Standing Committee received a staff recommendation report dated December 10, 2024, at their December 16, 2024, meeting to consider the nominations of members of Regional Council to the Accessibility Advisory Committee, African Descent Advisory Committee and the Women and Gender Equity Advisory Committee. For further information refer to the attached staff report dated December 10, 2024 (Attachment 2).

DISCUSSION

Canadian Urban Transit Association

The Transportation Standing Committee considered the staff recommendation report dated December 3, 2024, and passed the motion as follows:

THAT Transportation Standing Committee:

1. Nominate Councillor Morse from the members of the Transportation Standing Committee, for appointment by Halifax Regional Council, to serve on the Canadian Urban Transit Association for a term to November 2026...

Executive Standing Committee Nominations

The Executive Standing Committee considered the staff recommendation report dated December 10, 2024, and passed the motion as follows:

THAT Executive Standing Committee:

1. Nominate Councillors White, Purdy and St-Amand for appointment by Halifax Regional Council, to serve on the Accessibility Advisory Committee for a term to November 2026;
2. Nominate Councillors Hinch and Young for appointment by Halifax Regional Council, to serve on the African Descent Advisory Committee for a term to November 2026; and
3. Nominate Councillors Hinch and Hartling for appointment by Halifax Regional Council, to serve on the Women and Gender Equity Advisory Committee for a term to November 2026.

FINANCIAL IMPLICATIONS

No financial implications at this time.

RISK CONSIDERATION

A delay in considering and making appointments could result in additional delays for other meeting schedules and business of Committees as they would be formed at a later date.

COMMUNITY ENGAGEMENT

Meetings of the Transportation Standing Committee and Executive Standing Committee are open to public attendance and members of the public are invited to address the Standing Committee for up to five (5) minutes during the Public Participation portion of the meeting. Meetings are live webcast on Halifax.ca. The agenda, reports, video, and minutes of the Standing Committees are posted on Halifax.ca.

ENVIRONMENTAL IMPLICATIONS

No environmental implications were identified.

ALTERNATIVES

It is within the discretion of Regional Council to appoint any qualified candidate to fill the position as outlined. Regional Council could defeat the recommendation and recommend the appointment of different Members of Council to the various Boards, Committees and Commissions outlined in the recommendation section of this report.

LEGISLATIVE AUTHORITY

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

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

Administrative Order One, *The Procedures of the Council Administrative Order*, Schedule 6, Executive Standing Committee Terms of Reference:

Standing and Advisory Committee

15. The following Committees shall be advisory committee or liaison with the Executive Standing Committee:

| COMMITTEE | TYPE | APPOINTMENT |
|---|-------------|-----------------------------------|
| Accessibility Advisory Committee (formerly Person with Disabilities) | Advisory | Recommend Members to the Council. |
| African Descent Advisory Committee | Advisory | Recommend Members to the Council. |
| Women's Advisory Committee | Advisory | Recommend Members to the Council. |

Administrative Order One – *The Procedures of the Council Administrative Order*, Schedule 7, Transportation Standing Committee Terms of Reference:

2. The Regional Transportation issues of the Council include:

...
(e) liaising with agencies, boards and committees that support the objective of the mandate of the Standing Committee including the Bridge Commission, Transit Advisory Committee, Canadian Urban Transit Association (CUTA) and other municipal, provincial or federal bodies involved in Transportation related initiatives.

Liaison with Agencies and Initiatives related to Transportation in HRM

8. The Transportation Standing Committee shall:

...
(c) recommend to the Council, the Municipality's appointments and review service agreements of the agencies, boards and commissions under the mandate of the Standing Committee.

Administrative Order 2017-005-GOV, *Advisory Committee on Accessibility Administrative Order*:

Membership

12. The nominating body for membership on the Committee shall be the Executive Standing Committee, which shall make recommendations to Regional Council.

13. The Committee shall be comprised of up to eleven (11) members as follows:

...
(c) up to three (3) members of Council.

Administrative Order 2021-004-GOV, *African Descent Advisory Committee Administrative Order*:

Membership

13. The nominating body for membership on the Committee shall be the Executive Standing Committee, which shall make recommendations to Regional Council.

14. The Committee shall be comprised of fifteen (15) members appointed in accordance with section 12:

(a) two (2) members of Council;

...

Administrative Order 2019-004-GOV, *Women and Gender Equity Advisory Committee Administrative Order*:

Membership

12. The nominating body for membership on the Committee shall be the Executive Standing Committee, which shall make recommendations to Regional Council.

13. The Committee shall be comprised of eleven (11) members:

(a) two (2) members of Council; and

...

ATTACHMENTS

Attachment 1 – Staff recommendation report dated December 3, 2024

Attachment 2 – Staff recommendation report dated December 10, 2024

Report Prepared by: Annie Sherry, Public Appointments Coordinator – 902.943.8741.



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Attachment 1

Item No. 13.1.1 Transportation Standing Committee December 11, 2024

TO: Chair and Members of Transportation Standing Committee

FROM: Brad Anguish, Acting Chief Administrative Officer

DATE: December 3, 2024

SUBJECT: **Transportation Standing Committee Councillor Nominations and Appointments**

ORIGIN

The requirement for Standing Committees to appoint Councillors to serve on Boards, Committees and Commissions.

EXECUTIVE SUMMARY

Halifax Regional Council has several Boards, Committees and Commissions on which members of Council serve in accordance with the Terms of Reference of those bodies. This report outlines the process for nominations and appointments of Transportation Standing Committee members to various Boards, Committees and Commissions.

RECOMMENDATION

It is recommended that Transportation Standing Committee:

1. Nominate one (1) Councillor from the members of the Transportation Standing Committee, for appointment by Halifax Regional Council, to serve on the Canadian Urban Transit Association for a term to November 2026; and
2. Appoint one (1) Councillor from the members of the Transportation Standing Committee to serve on the Executive Standing Committee for a term to November 2026.

BACKGROUND

Halifax Regional Council has several Boards, Committees and Commissions on which members of Council serve in accordance with the Terms of Reference of those bodies. Current appointments expired at the end of the Council term, and new appointments are required to fill vacancies on Boards, Committees and Commissions.

DISCUSSION

An expression of interest form was issued from the Office of the Municipal Clerk to all Members of Council outlining available positions on various Boards, Committees and Commissions, with results outlined in the Discussion section of this report. In accordance with clause 120 (3)(c) of Administrative Order One, *The Procedures of the Council Administrative Order*, “where more than the number required for the committee of Council stand for election, a vote shall be taken by secret ballot.”

Canadian Urban Transit Association

As set out in clause 2(e) and 8(c) of Schedule 7 of Administrative Order One, the Transportation Standing Committee is responsible for liaising with and making recommendations to Regional Council on appointments to the Canadian Urban Transit Association (CUTA). Historically, the representative from Regional Council to CUTA has been a member of the Transportation Standing Committee.

The following members of Regional Council were appointed to the Transportation Standing Committee at the November 19, 2024, meeting of Regional Council and expressed interest in serving on the Canadian Urban Transit Association:

| Meeting Body | Councillor Expression of Interest 1st or 2nd Choice | Councillor Expression of Interest 3rd+ Choice |
|---|--|---|
| Canadian Urban Transit Association | Councillor Purdy Councillor Morse Councillor White (Not on TSC) | Councillor Cuttell Councillor Young |

Executive Standing Committee

Executive Standing Committee was not included as part of the expression of interest. In accordance with Administrative Order One, *The Procedures of the Council Administrative Order*, one (1) Member of Council is appointed to the Executive Standing Committee from each Standing Committee.

FINANCIAL IMPLICATIONS

No financial implications at this time.

RISK CONSIDERATION

A delay in considering the nominations and appointments will result in additional delays for other meeting schedules and business of Committees.

COMMUNITY ENGAGEMENT

No community engagement was required.

ENVIRONMENTAL IMPLICATIONS

No environmental implications were identified.

ALTERNATIVES

Transportation Standing Committee could choose not to nominate or appoint members to the meeting bodies outlined in the recommendation. This is not recommended by staff as delays in appointments will result in significant delays to the composition of other Boards, Committees and Commissions.

Transportation Standing Committee may consider nominations from the floor, with a mover and seconder, outside of the names submitted through the expression of interest process outlined in this report.

A Councillor who had expressed interest in serving on a Board, Committee or Commission may also remove their name from consideration at the meeting.

LEGISLATIVE AUTHORITY

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

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

Administrative Order One, *The Procedures of the Council Administrative Order*, Schedule 6, Executive Standing Committee Terms of Reference:

2. (1) The Executive Standing Committee shall consist of seven (7) Members of the Council.
- (2) The Mayor and Deputy Mayor shall be Members of the Executive Standing Committee and the other Members shall be appointed by each Standing Committee.
- (3) The term of each appointment, except the Mayor and Deputy Mayor, shall be two (2) years.
- (4) The Mayor shall be the Chair of the Executive Standing Committee.
- (5) The Deputy Mayor shall be Vice Chair of the Executive Standing Committee.

| Community Appointments | Council | MEMBERS AT LARGE | CHAIR | VICE CHAIR |
|-------------------------------|----------------|--|--------------|-------------------|
| None | | One (1) Member appointed from each Standing Committee (Appeals, CPED, E&SD, A&F, Transportation) | Mayor. | Deputy Mayor |

Administrative Order One – *The Procedures of the Council Administrative Order*, Schedule 7, Transportation Standing Committee Terms of Reference:

2. The Regional Transportation issues of the Council include:
 - ...
 - (e) liaising with agencies, boards and committees that support the objective of the mandate of the Standing Committee including the Bridge Commission, Transit Advisory Committee, Canadian Urban Transit Association (CUTA) and other municipal, provincial or federal bodies involved in Transportation related initiatives.

Liaison with Agencies and Initiatives related to Transportation in HRM

8. The Transportation Standing Committee shall:

...

(c) recommend to the Council, the Municipality's appointments and review service agreements of the agencies, boards and commissions under the mandate of the Standing Committee.

ATTACHMENTS

None.

Report Prepared by: Annie Sherry, Public Appointments Coordinator, Phone 902.490.4210
Laura Lewis, Deputy Clerk, Council & Committee Services, Office of the Municipal Clerk

Item No. 13.1.2
Executive Standing Committee
December 16, 2024

TO: Mayor Fillmore and Members of Executive Standing Committee

FROM: Cathie O'Toole, Chief Administrative Officer

DATE: December 10, 2024

SUBJECT: **Executive Standing Committee Councillor Nominations to Boards and Committees**

ORIGIN

The requirement for Standing Committees to nominate Councillors to serve on Boards, Committees and Commissions.

EXECUTIVE SUMMARY

Halifax Regional Council has several Boards, Committees and Commissions on which members of Council serve in accordance with the Terms of Reference of those bodies. This report outlines the process for Councillor appointments to various Boards, Committees and Commissions requiring nomination by the Executive Standing Committee.

RECOMMENDATION

It is recommended that Executive Standing Committee:

1. Nominate up to three (3) Councillors, for appointment by Halifax Regional Council, to serve on the Accessibility Advisory Committee for a term to November 2026;
2. Nominate two (2) Councillors, for appointment by Halifax Regional Council, to serve on the African Descent Advisory Committee for a term to November 2026; and
3. Nominate two (2) Councillors, for appointment by Halifax Regional Council, to serve on the Women and Gender Equity Advisory Committee for a term to November 2026.

BACKGROUND

Halifax Regional Council has several Boards, Committees and Commissions on which members of Council serve in accordance with the Terms of Reference of those bodies. Current appointments expired at the end of the Council term, and new appointments are required to fill vacancies.

DISCUSSION

An expression of interest form was issued from the Office of the Municipal Clerk to all members of Council outlining available positions on various Boards, Committees and Commissions, with results outlined in the Discussion section of this report. In accordance with clause 120 (3)(c) of Administrative Order One, *The Procedures of the Council Administrative Order*, “where more than the number required for the committee of Council stand for election, a vote shall be taken by secret ballot.”

As set out in section 15 of Schedule 6 of Administrative Order One, the Executive Standing Committee, Terms of Reference, membership to the following Advisory Committees are recommended by the Executive Standing Committee to Halifax Regional Council:

| COMMITTEE | TYPE | APPOINTMENT |
|--|----------|-----------------------------------|
| Accessibility Advisory Committee (formerly Person with Disabilities) | Advisory | Recommend Members to the Council. |
| African Descent Advisory Committee | Advisory | Recommend Members to the Council. |
| Women’s Advisory Committee | Advisory | Recommend Members to the Council. |
| Youth Advisory Committee | Advisory | Recommend Members to the Council. |

The membership of the Youth Advisory Committee does not include members of Regional Council, and therefore does not require nominations by the Executive Standing Committee at this time.

Accessibility Advisory Committee

In accordance with Administrative Order 2017-005-GOV, *The Advisory Committee on Accessibility Administrative Order*, up to three (3) members of Regional Council may be appointed to the Accessibility Advisory Committee. The following members of Regional Council expressed interest in serving on the Accessibility Advisory Committee:

| Meeting Body | Councillor Expression of Interest 1 st or 2 nd Choice | Councillor Expression of Interest 3 rd + Choice |
|---|---|--|
| Accessibility Advisory Committee | Councillor Purdy Councillor White Councillor Hinch Councillor Morse Councillor St-Amand | Councillor Deagle Gammon Councillor Steele |

African Descent Advisory Committee

In accordance with Administrative Order 2021-004-GOV, *The African Descent Advisory Committee Administrative Order*, two (2) members of Regional Council must be appointed to the African Descent Advisory Committee. The following members of Regional Council expressed interest in serving on the African Descent Advisory Committee:

| Meeting Body | Councillor Expression of Interest 1 st or 2 nd Choice | Councillor Expression of Interest 3 rd + Choice |
|---|---|--|
| African Descent Advisory Committee | Councillor Hinch Councillor Young | -- |

Women and Gender Equity Advisory Committee

In accordance with Administrative Order 2019-004-GOV, *The Women and Gender Equity Advisory Committee Administrative Order*, two (2) members of Regional Council must be appointed to the Women and Gender Equity Advisory Committee. The following members of Regional Council expressed interest in serving on the Women and Gender Equity Advisory Committee:

| Meeting Body | Councillor Expression of Interest 1st or 2nd Choice | Councillor Expression of Interest 3rd+ Choice |
|---|--|---|
| Women and Gender Equity Advisory Committee | Councillor Hinch | Councillor White Councillor Hartling |

FINANCIAL IMPLICATIONS

No financial implications at this time.

RISK CONSIDERATION

A delay in considering the nominations and appointments may result in additional delays for other meeting schedules and business of Committees.

COMMUNITY ENGAGEMENT

No community engagement was required.

ENVIRONMENTAL IMPLICATIONS

No environmental implications were identified.

ALTERNATIVES

Executive Standing Committee could choose not to nominate members to the meeting bodies outlined in the recommendation. This is not recommended by staff as delays in appointments will result in significant delays to the composition of other Boards, Committees and Commissions.

Executive Standing Committee may consider nominations from the floor, with a mover and seconder, outside of the names submitted through the expression of interest process outlined in this report.

A Councillor who had expressed interest in serving on a Board, Committee or Commission may also remove their name from consideration at the meeting.

LEGISLATIVE AUTHORITY

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

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

Administrative Order One, *The Procedures of the Council Administrative Order*, Schedule 6, Executive Standing Committee Terms of Reference:

Standing and Advisory Committee

15. The following Committees shall be advisory committee or liaison with the Executive Standing Committee:

| COMMITTEE | TYPE | APPOINTMENT |
|---|----------|-----------------------------------|
| Accessibility Advisory Committee (formerly Person with Disabilities) | Advisory | Recommend Members to the Council. |
| African Descent Advisory Committee | Advisory | Recommend Members to the Council. |
| Women's Advisory Committee | Advisory | Recommend Members to the Council. |
| Youth Advisory Committee | Advisory | Recommend Members to the Council. |

Administrative Order 2017-005-GOV, *The Advisory Committee on Accessibility Administrative Order*:

Membership

12. The nominating body for membership on the Committee shall be the Executive Standing Committee, which shall make recommendations to Regional Council.

13. The Committee shall be comprised of up to eleven (11) members as follows:

- ...
- (c) up to three (3) members of Council.

Administrative Order 2021-004-GOV, *The African Descent Advisory Committee Administrative Order*:

Membership

13. The nominating body for membership on the Committee shall be the Executive Standing Committee, which shall make recommendations to Regional Council.

14. The Committee shall be comprised of fifteen (15) members appointed in accordance with section 12:

- (a) two (2) members of Council;
- ...

Administrative Order 2019-004-GOV, *The Women and Gender Equity Advisory Committee Administrative Order*:

Membership

12. The nominating body for membership on the Committee shall be the Executive Standing Committee, which shall make recommendations to Regional Council.

13. The Committee shall be comprised of eleven (11) members:

- (a) two (2) members of Council; and
- ...

ATTACHMENTS

None.

Report Prepared by: Annie Sherry, Public Appointments Coordinator, Phone 902.490.4210
Laura Lewis, Deputy Clerk, Council & Committee Services, Office of the Municipal Clerk
