



P.O. Box 1749  
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**Item No. 15.1.9**  
**Halifax Regional Council**  
**November 8, 2022**

**TO:** Mayor Savage and Members of Halifax Regional Council

**SUBMITTED BY:** Original Signed

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Caroline Blair-Smith, Acting Chief Administrative Officer

**DATE:** November 4, 2022

**SUBJECT:** **2022 Councillor Appointments to Boards, Committees and Commissions**

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**ORIGIN**

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

- Halifax and West Community Council meeting held on October 12, 2022
- North West Community Council meeting held on October 17, 2022
- Harbour East Marine Drive Community Council meeting held on October 24, 2022

**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, Committee of the Whole, Community Council or a Standing Committee by the affirmative vote of two-thirds (2/3rds) of the Members present and voting.

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.

120. (1) The motion for the election of Members by the Council to Standing Committees shall be made in November of every second year.

*Police Board By-law*

4 (5) Where Council is appointing or reappointing a member of the Board, Council shall consider:

- (a) if the Board reflects the diversity of the community it represents;
- (b) if the Board has a member with legal knowledge or knowledge of the justice system;
- and
- (c) if the Board has a member with financial knowledge.

**Recommendation on page 2**

*The Halifax Water Regional Commission Administrative Order*

12 (4) The Executive Committee, in accordance with its Terms of Reference as found in Schedule 6 of Administrative Order One, shall review the expression of interests and shall make a report and recommendation to Council respecting which member or members of Council to appoint to the Commission Board.

**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 nominations outlined in this report and make a recommendation to Regional Council;
2. Appoint the Councillors to Boards, Committees and Commissions for a term to November 2024, as outlined in Attachment 1;
3. Appoint the Councillors to Boards, Committees and Commissions who are the successful candidates after a vote by secret ballot for a term to November 2024, as outlined in Attachment 2;
4. Adopt the amendments to Administrative Order 2022-013-GOV, the *CAO Selection Committee Administrative Order*, as set out in Attachment 3; and
5. Adopt the amendments to the HRM Grants Committee Terms of Reference, as set out in Attachment 5.

**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 expire on November 30, 2022, and new appointments are required to fill vacancies.

**DISCUSSION**

An expression of interest was issued from the Office of the Municipal Clerk to all Members of Council regarding serving on various Boards, Committees and Commissions. The results of the survey have been compiled into two attachments. Attachment 1 outlines where there are sufficient vacancies to accommodate each Councillor, and Attachment 2 outlines where there are insufficient vacancies to accommodate each Councillor. In accordance with Administrative Order One, clause 120 (3)(c) "where more than required for the committee of Council stand for election, a vote shall be taken by secret ballot".

This report does not reflect the full slate of appointments required by Regional Council. Some committee appointments will be made by recommendation from the Standing Committees once they receive new membership and then be ratified by Regional Council if required.

It is customary for the appointments 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.

Regional Council is required by motion, to confirm the appointment of Members of Council to these bodies.

Appointments to Executive Standing Committee is not included in either Attachment 1 or Attachment 2 as all other Standing Committees need to meet first to appoint a member as outlined in Administrative Order One. Due to this timing, and that HRM is currently in the recruitment process for the hiring of a new CAO, staff are recommending a special committee be created made up of the members who are currently involved in the process. to ensure continuity. The Administrative Order creating the special committee would suspend the duty of the Executive Standing Committee respecting the recruitment and hiring of the CAO until the employment contract with the new CAO is signed by all parties. The special committee, rather than the Executive Standing Committee, would be making the recommendation to Regional Council respecting the hiring of the new CAO. The other powers of the Executive Standing Committee will remain unaffected.

For Council to consider the Administrative Order creating the special committee on November 22, 2022, notice of motion would be required on November 8.

### **Halifax Regional Water Commission Appointments**

In 2020, it was determined that Councillor appointments to the Halifax Regional Water Commission should be staggered to allow some continuity on the board.

Halifax representation on the Halifax Regional Water Commission is comprised of the Mayor, three (3) members of Council, one (1) representative from Environment & Sustainability Standing Committee, three (3) citizens and the CAO or designate.

Councillor representation on the Halifax Regional Water Commission is as follows:

Councillor Deagle Gammon	Term expiry	30-Nov-22	1st Term	ESSC Appointee
Councillor Kent	Term expiry	30-Nov-22	1st Term	
Councillor Cuttell	Term expiry	30-Nov-23	1st Term	
Councillor Lovelace	Term expiry	30-Nov-23	1st Term	

As set out in Schedule 5 of AO1 and section 12 of the *Halifax Regional Water Commission Administrative Order*, one of the four Councillors appointed to the Halifax Regional Water Commission Board of Directors is to be nominated by the Environment and Sustainability Standing Committee (ESSC), and the remaining three appointments are nominated by the Executive Standing Committee. To follow the same approach for other appointments, only the requirement for a nomination by the Executive Standing Committee is being suspended.

The *Halifax Regional Water Commission Act* states:

4(4) Each commissioner appointed pursuant to clause (1)(a) holds office for a term of two or three years at the discretion of council.

It is recommended that Halifax Regional Council:

- appoint one (1) Councillor to the Halifax Regional Water Commission for a term to November 2024, and
- following the upcoming nominations made by the ESSC at their December 1, 2022, meeting, appoint one (1) additional Councillor to the Halifax Regional Water Commission for a term to November 2024.

### **Grants Committee**

Unlike the Standing Committee Terms of Reference which lists three of the four Community Councils (Harbour East Marine Drive Community Council, Halifax and West Community Council, and North West Community Council), the Terms of Reference for the Grants Committee requires one member from each Community Council. Since Council adopted the Grants Committee Terms of Reference, Council has created the Regional Centre Community Council which increased the number of Community Councils from

three to four. Staff are recommending an amendment to the Grants Committee Terms of Reference to exclude the Regional Centre Community Council from the Community Council appointments which will retain the number of members from the Community Councils at three. The area of the municipality covered by the Regional Centre Community Council is already covered by the members appointed from the Harbour East Marine Drive, and Halifax and West Community Councils.

For Council to consider the amendments to the terms of reference on November 22, 2022, notice of motion would be required on November 8.

### **Alderney Landing Board of Directors**

The Alderney Landing Board Governance manual for their Board of Directors states that the Downtown Dartmouth Councillor (currently HRM's District 5) is included on the Board to represent HRM's and Council's interests. Currently Councillor Austin (District 5) and Councillor Mancini (District 6) attend Alderney Landing Board of Directors' Meeting. Alderney Landing has confirmed to the Municipal Clerk's Office that both can continue to attend meetings and no additional motion is required for Councillor Mancini to attend.

### **Ex-Officio Appointments**

Several bodies include Members of Council in their composition (by right of office). Since the membership is defined by the office of the Member, a motion of Council is not required. Ex-Officio appointments involving Members of Council include:

- Alderney Landing Board of Directors (District 5) – Councillor Austin
- Chain of Lakes Trails (District 9 and 10) – Councillor Cleary and Councillor Morse
- Community Monitoring Committee (Districts 11 & 12) – Councillor Cuttell and Councillor Stoddard
- Community Liaison Committee – Ragged Lake (District 11) – Councillor Cuttell
- Halifax Forum Community Association (District 8) – Councillor Smith
- Peggy's Cove Commission (District 13) – Councillor Lovelace
- Point Pleasant Park Advisory Committee (District 7) – Councillor Mason

### **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**

No community engagement is required.

### **ENVIRONMENTAL IMPLICATIONS**

No environmental implications were identified.

### **ALTERNATIVES**

There are no recommended alternatives.

**ATTACHMENTS**

Attachment 1 – Committees with Sufficient Vacancies to accommodate each Councillor

Attachment 2 – Committees with More Applications than Vacancies

Attachment 3 – CAO Selection Committee Administrative Order

Attachment 4 – Showing Proposed Changes to Grants Committee Terms of Reference

Attachment 5 – Amending Policy

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A copy of this report can be obtained online at [halifax.ca](http://halifax.ca) or by contacting the Office of the Municipal Clerk at 902.490.4210.

Report Prepared by:       Iain MacLean, Municipal Clerk, Office of the Municipal Clerk, Phone # 902-490-4210

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**Attachment 1**  
**Committees with Sufficient Vacancies to Accommodate Each Councillor**  
**Based on Expression of Interest**

2022 - 2024 Community Council Appointments								
Committee	Composition	Current Members	Required Nominations	Qty	Community Council Nominations	Councillor Expression of Interest - 1st or 2nd Choice	Councillor Expression of Interest - 3rd + Choice	Recommended Action
<b>Appeals Standing Committee</b>	Two (2) members shall be appointed by the Council from each Community Council.	Councillor Hendsbee	HEMDCC	2	Councillor Hendsbee	Councillor Hendsbee	Councillor Deagle Gammon	Appoint Councillors Hendsbee, Kent, Smith, Stoddard, Deagle Gammon and Blackburn to Appeals Standing Committee for a term to November 2024.
		Councillor Kent			Councillor Kent	Councillor Kent	Councillor Purdy	
		Councillor Cuttell	HWCC	2	Councillor Smith	Councillor Stoddard	Councillor Smith	
		Councillor Stoddard			Councillor Stoddard	Councillor Blackburn		
		Councillor Deagle Gammon	NWCC	2	Councillor Deagle Gammon			
		Councillor Blackburn			Councillor Blackburn			
<b>Audit and Finance Standing Committee</b>	One (1) Member appointed from each Community Council; and (b) three (3) Council members appointed at large.	Councillor Hendsbee	HEMDCC	1	Councillor Hendsbee	Councillor Deagle Gammon	Councillor Purdy	Appoint Councillors Hendsbee, Cleary and Russell to Audit and Finance Standing Committee for a term to November 2024.
		Councillor Purdy	HWCC	1	Councillor Cleary	Councillor Hendsbee	Councillor Morse	
		Councillor Cleary	NWCC	1	Councillor Russell	Councillor Cleary	Councillor Stoddard	
		Councillor Morse				Councillor Russell	Councillor Lovelace	
		Councillor Deagle Gammon						
		Councillor Russell						
<b>Community Planning and Economic Development Standing Committee</b>	One (1) member appointed from each Community Council; and (b) three (3) Council members appointed at large.	Councillor Austin	HEMDCC	1	Councillor Austin	Councillor Purdy	Councillor Deagle Gammon	Appoint Councillors Austin, Cuttell and Blackburn to Community Planning and Economic Development Standing Committee for a term to November 2024.
		Councillor Smith	HWCC	1	Councillor Cuttell	Councillor Austin	Councillor Hendsbee	
		Councillor Cuttell	NWCC	1	Councillor Blackburn	Councillor Smith	Councillor Kent	
		Councillor Lovelace				Councillor Cuttell	Councillor Morse	
		Councillor Blackburn				Councillor Blackburn	Councillor Stoddard	
		Councillor Purdy				Councillor Outhit	Councillor Lovelace	
<b>Environment and Sustainability Standing Committee</b>	One (1) member appointed from each Community Council; and (b) three (3) Council members appointed at large.	Councillor Mancini	HEMDCC	1	Councillor Mancini	Councillor Deagle Gammon	Councillor Kent	Appoint Councillors Mancini, Morse and Deagle Gammon to Environment & Sustainability Standing Committee for a term to November 2024.
		Councillor Austin	HWCC	1	Councillor Morse	Councillor Austin		
		Councillor Cleary	NWCC	1	Councillor Deagle Gammon	Councillor Mancini		
		Councillor Morse				Councillor Morse		
		Councillor Lovelace				Councillor Stoddard		
		Councillor Deagle Gammon				Councillor Lovelace		

**Attachment 1**  
**Committees with Sufficient Vacancies to Accommodate Each Councillor**  
**Based on Expression of Interest**

2022 - 2024 Community Council Appointments								
Committee	Composition	Current Members	Required Nominations	Qty	Community Council Nominations	Councillor Expression of Interest - 1st or 2nd Choice	Councillor Expression of Interest - 3rd + Choice	Recommended Action
<b>Transportation Standing Committee</b>	One (1) member appointed from each Community Council; and (b) three (3) Council members appointed at large.	Councillor Stoddard Councillor Outhit Councillor Russell Councillor Mancini Councillor Kent Councillor Mason	HEDMCC HWCC NWCC	1 1 1	Councillor Purdy Councillor Mason Councillor Outhit	Councillor Kent Councillor Purdy Councillor Mancini Councillor Mason Councillor Smith Councillor Cleary Councillor Morse Councillor Cuttell Councillor Lovelace Councillor Russell Councillor Outhit	Councillor Hendsbee Councillor Austin	Appoint Councillors Purdy, Mason and Outhit to Transportation Standing Committee for a term to November 2024.
<b>Grants Committee</b>	One (1) Councillor from each of HEMDCC, HWCC and NWCC	Councillor Purdy Councillor Smith Councillor Blackburn	HEMDCC HWCC NWCC	1 1 1	Councillor Purdy Councillor Smith Councillor Deagle Gammon	Councillor Deagle Gammon Councillor Smith Councillor Blackburn	Councillor Hendsbee Councillor Kent Councillor Morse Councillor Stoddard Councillor Lovelace	Appoint Councillor Purdy, Councillor Smith and Councillor Deagle Gammon to Grants Committee for a term to November 2024.

**Attachment 1**  
**Committees with Sufficient Vacancies to Accommodate Each Councillor**  
**Based on Expression of Interest**

2022 - 2024 Required Committee Appointments								
Board or Committee	Composition	Current Members	Required	Qty	Community Council Nominations	Expression of Interest - 1st or 2nd Choice	Expression of Interest - 3rd + Choice	Recommended Action
<b>Cole Harbour Place</b>	One (1) Member of Council	Councillor Purdy	Member of Council	1	N/A	Councillor Purdy		Appoint Councillor Purdy to Cole Harbour Place Board for a term to November 2024.
<b>Heritage Advisory Committee</b>	Two (2) Members of Council	Councillor Stoddard Councillor Hendsbee	Member of Council	2	N/A	Councillor Hendsbee	Councillor Lovelace	Appoint Councillors Hendsbee and Lovelace to serve on Heritage Advisory Committee for a term to November 2024.
<b>Western Common Advisory Committee</b>	One (1) Councillor from HWCC	Councillor Cuttell	Member of HWCC	1	Councillor Cuttell	Councillor Stoddard		Appoint Councillor Stoddard to serve on Western Common Advisory Committee for a term to November 2024.

2022 - 2024 Discretionary Committee Appointments								
Board or Committee	Composition	Current Members	Required	Qty	Community Council Nominations	Expression of Interest - 1st or 2nd Choice	Expression of Interest - 3rd + Choice	Recommended Action
<b>Halifax Peninsula Planning Advisory Committee</b>	Up to two (2) Members of Council from HWCC	Councillor Mason Councillor Smith	HWCC	2	Councillor Mason Councillor Smith	Councillor Mason Councillor Smith		Appoint Councillors Mason and Smith to serve on Halifax Peninsula Planning Advisory Committee for a term to November 2024.
<b>North West Planning Advisory Committee</b>	Up to two (2) Members of Council from NWCC	Councillor Outhit Councillor Deagle Gammon	NWCC	2	Councillor Blackburn Councillor Outhit	Councillor Deagle Gammon Councillor Lovelace Councillor Blackburn Councillor Outhit		Appoint Councillors Blackburn and Outhit to serve on North West Planning Advisory Committee for a term to November 2024.
<b>Shubenacadie Canal Commission</b>	Up to two (2) Members of Council or Citizens	Councillor Austin Councillor Mancini	Member of Council or Citizen	2	Councillor Austin Councillor Mancini	Councillor Austin Councillor Mancini	Councillor Deagle Gammon	Appoint Councillors Austin and Mancini to serve on Shubenacadie Canal Commission for a term to November 2024.



**Attachment 2**  
**Committees with Insufficient Vacancies to Accommodate Each Councillor**  
**Based on Expression of Interest**

2022 - 2024 Required Standing Committee Appointments							
Standing Committee	Composition	Current Members	Required Nominations	Qty	Councillor Expression of Interest - 1st or 2nd Choice	Councillor Expression of Interest - 3rd + Choice	Recommended Action
<b>Audit and Finance Standing Committee</b>	One (1) Member appointed from each Community Council; and (b) three (3) Council members appointed at large.	Councillor Hendsbee Councillor Purdy Councillor Cleary Councillor Morse Councillor Deagle Gammon Councillor Russell	Council member at large	3	Councillor Deagle Gammon	Councillor Purdy Councillor Morse Councillor Stoddard Councillor Lovelace	Appoint three (3) Members of Regional Council to Audit & Finance Standing Committee for a term to November 2024.
<b>Community Planning and Economic Development Standing Committee</b>	One (1) member appointed from each Community Council; and (b) three (3) Council members appointed at large.	Councillor Austin Councillor Smith Councillor Cuttell Councillor Lovelace Councillor Blackburn Councillor Purdy	Council member at large	3	Councillor Purdy Councillor Smith Councillor Outhit	Councillor Deagle Gammon Councillor Hendsbee Councillor Kent Councillor Morse Councillor Stoddard Councillor Lovelace	Appoint three (3) Members of Regional Council to Community Planning and Economic Development Standing Committee for a term to November 2024.
<b>Environment and Sustainability Standing Committee</b>	One (1) member appointed from each Community Council; and (b) three (3) Council members appointed at large.	Councillor Mancini Councillor Austin Councillor Cleary Councillor Morse Councillor Lovelace Councillor Deagle Gammon	Council member at large	3	Councillor Austin Councillor Stoddard Councillor Lovelace	Councillor Kent	Appoint three (3) Members of Regional Council to Environment & Sustainability Standing Committee for a term to November 2024.
<b>Transportation Standing Committee</b>	One (1) member appointed from each Community Council; and (b) three (3) Council members appointed at large.	Councillor Stoddard Councillor Outhit Councillor Russell Councillor Mancini Councillor Kent Councillor Mason	Council member at large	3	Councillor Kent Councillor Mancini Councillor Smith Councillor Cleary Councillor Morse Councillor Cuttell Councillor Lovelace Councillor Russell	Councillor Hendsbee Councillor Austin	Appoint three (3) members of Regional Council to Transportation Standing Committee for a term to November 2024.

**Attachment 2**  
**Committees with Insufficient Vacancies to Accommodate Each Councillor**  
**Based on Expression of Interest**

2022 - 2024 Required Committee Appointments							
Committee	Composition	Current Members	Required Nominations	Qty	Councillor Expression of Interest - 1st or 2nd Choice	Councillor Expression of Interest - 3rd + Choice	Recommended Action
<b>Active Transportation Advisory Committee</b>	Up to three (3) Members of Council	Councillor Kent	Up to three (3) Members of Council	3	Councillor Hendsbee	Councillor Morse Councillor Cuttell Councillor Stoddard Councillor Lovelace Councillor Russell	Appoint up to three (3) Members of Regional Council to serve on Active Transportation Advisory Committee.
<b>Board of Police Commissioners</b>	Three (3) Members of Council	Councillor Blackburn Councillor Kent Councillor Smith	Member of Council	3	Councillor Kent Councillor Purdy Councillor Smith Councillor Lovelace Councillor Blackburn Councillor Outhit		Appoint three (3) Members of Regional Council to serve on Board of Police Commission.
<b>Canada Games Centre</b>	One (1) Member of Council	Councillor Morse	Member of Council	1	Councillor Morse	Councillor Stoddard	Appoint one (1) Member of Regional Council to serve on Canada Games Centre
<b>Community Monitoring Committee</b>	Councillors for Districts 11 & 12 and one (1) Member of Council	Councillor Lovelace	Member of Council	1	No identified interest		Appoint one (1) Member of Regional Council to serve on Community Monitoring Company.
<b>Halifax Partnership</b>	Two (2) Members of Council	Councillor Russell Councillor Mason	Member of Council	2	Councillor Mason Councillor Cleary Councillor Stoddard Councillor Russell	Councillor Deagle Gammon Councillor Mancini Councillor Cuttell Councillor Lovelace	Appoint two (2) Members of Regional Council to serve on Halifax Partnership.
<b>Halifax Regional Library Board</b>	Two (2) Members of Council	Councillor Mancini Councillor Morse	Member of Council	2	Councillor Mancini Councillor Morse	Councillor Deagle Gammon Councillor Purdy Councillor Smith Councillor Stoddard Councillor Lovelace	Appoint two (2) Members of Regional Council to serve on Halifax Regional Library Board.

**Attachment 2**  
**Committees with Insufficient Vacancies to Accommodate Each Councillor**  
**Based on Expression of Interest**

2022 - 2024 Required Committee Appointments							
Committee	Composition	Current Members	Required Nominations	Qty	Councillor Expression of Interest - 1st or 2nd Choice	Councillor Expression of Interest - 3rd + Choice	Recommended Action
<b>Halifax Regional Water Commission</b>	Three (3) members of Council and one (1) representative from ESSC	Councillor Lovelace (2023) Councillor Cuttell (2023) Councillor Kent Councillor Deagle Gammon (ESSC)	Member of Council	1	Councillor Deagle Gammon Councillor Kent	Councillor Hendsbee Councillor Purdy	Appoint one (1) Member of Regional Council to serve on Halifax Regional Water Commission.
<b>Indigenous Community Liaison</b>	One (1) Member of Council	Councillor Mason	Member of Council	1	Councillor Cuttell	Councillor Mason	Appoint one (1) Member of Regional Council to serve as the Indigenous Community Liaison.
<b>Nova Scotia Federation of Municipalities</b>	Two (2) Members of Council	Councillor Mason Councillor Lovelace	Member of Council	2	Councillor Lovelace Councillor Russell	Councillor Mancini Councillor Stoddard	Appoint two (2) Members of Regional Council to serve on Nova Scotia Federation of Municipalities.
<b>Women's Advisory Committee</b>	One (1) Member of Council and One (1) Member of ESC	Councillor Stoddard Councillor Blackburn (ESC)	Member of Council	1		Councillor Kent Councillor Stoddard Councillor Lovelace Councillor Blackburn	Appoint one (1) Member of Regional Council to serve on Women's Advisory Committee.
<b>Zatzman Sportsplex Board</b>	One (1) Member of Council	Councillor Austin	Member of Council	1	Councillor Austin	Councillor Deagle Gammon	Appoint one (1) Member of Regional Council to serve on Zatzman Sportsplex board.

**Attachment 2**  
**Committees with Insufficient Vacancies to Accommodate Each Councillor**  
**Based on Expression of Interest**

<b>2022 - 2024 Discretionary Committee Appointments</b>					
<b>Committee</b>	<b>Composition</b>	<b>Current Members</b>	<b>Councillor Expression of Interest - 1st or 2nd Choice</b>	<b>Councillor Expression of Interest - 3rd + Choice</b>	<b>Recommended Action</b>
<b>Accessibility Advisory Committee</b>	Up to three (3) Members of Council	Councillor Russell Councillor Deagle Gammon	Councillor Deagle Gammon Councillor Purdy Councillor Stoddard Councillor Russell	Councillor Mason	Appoint up to three (3) Members of Council to serve on the Accessibility Advisory Committee for a term to November 2024.
<b>Discover Halifax</b>	Up to one (1) Member of Council or Citizen	Councillor Cuttell	Councillor Hendsbee Councillor Mancini Councillor Mason Councillor Cuttell Councillor Stoddard Councillor Lovelace Councillor Russell	Councillor Deagle Gammon	Appoint up to one (1) Member of Council or a citizen to serve on Discover Halifax for a term to November 2024.
<b>Halifax Harbour Bridges Commission</b>	Up to two (2) Members of Council or Citizens	Councillor Austin Councillor Smith	Councillor Hendsbee Councillor Austin Councillor Smith		Appoint up to two (2) Members of Council or citizens to serve on Halifax Harbour Bridges for a term to November 2024.

**Attachment 3**  
(Proposed Administrative Order)

**ADMINISTRATIVE ORDER NUMBER 2022-013-GOV**  
**RESPECTING THE SELECTION COMMITTEE FOR THE CHIEF ADMINISTRATIVE OFFICER**

**BE IT RESOLVED** as an Administrative Officer by the Council of the Halifax Regional Municipality under the authority of section 21 of the *Halifax Regional Municipality Charter*, as follows:

**Short Title**

1. This Administrative Order may be cited as the CAO Selection Committee Administrative Order.

**Interpretation**

2. In this Administrative Order,

(a) "Administrative Order One" means Administrative Order Number One, the *Procedures of the Council Administrative Order*;

(b) "CAO" means the Chief Administrative Officer of the Municipality;

(c) "Council" means the Council of the Municipality;

(d) "Municipality" means the Halifax Regional Municipality; and

(e) "Special Committee" means the Special Committee for the Selection of the CAO created under this Administrative Order.

**Purpose**

3. The purpose of the Special Committee is to recruit and make a recommendation to Council respecting the hiring of a new CAO.

**Creation**

4. The Special Committee is hereby created.

**Composition**

5. The Special Committee shall consist of the following Members:

(a) Mayor Savage;

(b) Councillor Lovelace;

(c) Councillor Smith;

(d) Councillor Mason;

(e) Councillor Morse;

(f) Councillor Blackburn; and

(g) Councillor Russell.

6. The term of each Member shall continue until the Special Committee is dissolved.

**Chair**

7. (1) The Mayor shall be the Chair of the Special Committee.

(2) The Special Committee may appoint a Vice Chair.

**Duties**

8. Notwithstanding Schedule 6 of Administrative Order One, the Special Committee shall:

(a) coordinate, on behalf of Council, the recruitment of the next CAO; and

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- (b) provide a recommendation to Council on the hiring of the next CAO.

**Suspension**

9. The duties and responsibilities of the Executive Standing Committee under Administrative Order One respecting coordinating, on behalf of Council, the recruitment and providing a recommendation on the hiring of the CAO are suspended until the Special Committee is dissolved.

10. Pursuant to clause 20(1)(c) of the *Halifax Regional Municipality Charter*, Council delegates the power to direct staff to prepare reports to this Special Committees, providing the topic of the report is consistent with the duties of the Special Committee as expressed under section 8 of this Administrative Order.

**Administration and Procedures**

11. The Special Committee shall meet at such times as determined by the Chair, or as agreed to by a majority of the Members.

12. Administrative procedures, and the meeting procedures, shall be in accordance with the Administrative Order One.

**Termination and Repeal**

13. The Special Committee shall dissolve on the day the last party signs the employment contract with the CAO.

14. Upon the Special Committee being dissolved, this Administrative Order is automatically repealed.

Done and passed this    day of                      , 202    ,

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Mayor

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Municipal Clerk

#### **Attachment 4**

(Showing Proposed Changes to Grants Committee Terms of Reference)

#### **HRM Grants Committee**

#### **Terms of Reference**

- 1.1 The HRM Grants Committee shall comprise a voting membership, of up to twelve (12) as follows:
    - 1.1.1 The Chair appointed from the membership of the Audit & Finance Standing Committee
    - 1.1.2 One (1) elected member of Regional Council from each Community Council, **except the Regional Centre Community Council**
    - 1.1.3 Six (6) members-at-large from the community.
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**Attachment 5  
(Amending Administrative Order)**

**HRM Grants Committee**

**Terms of Reference**

**BE IT RESOLVED** as a policy of the Council of the Halifax Regional Municipality that the Grants Committee Terms of Reference is amended as follows:

1. Subsection 1.1.2 is amended by adding the words and comma “, except the Regional Centre Community Council” after the words “Community Council” and before the end of the subsection.

Done and passed this    day of                      , 202    ,

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Mayor

\_\_\_\_\_  
Municipal Clerk

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