

HALIFAX

**Proposed Administrative Order
2023-001-GOV – Respecting
Public Appointments to
Committees of Council and
External Boards**

June 26, 2023

Purpose

To establish a process for the appointment of members of the public to Committees of Council and external bodies that is:

- principal based;
- implemented in a consistent manner; and
- administered with integrity.



Background

2011 Public Appointment Policy established by Regional Council

2018-2020 Review of Public Appointment Policy

2023 Administrative Order 2023-001-GOV is proposed

Engagement

**Internal & External
Feedback from
Stakeholders**

**Multi-departmental
Staff Review Board**

**Review Board
included staff from
the Office of
Diversity &
Inclusion/ANSAIO**

**Mayor & Councillor
Interviews**

**Public Survey with
455 Responses**

**Youth Advisory
Committee
Consultation**

Jurisdictional Scan

**Volunteer Survey
for Committee
Members**

**Final review by
staff from the Office
of Diversity &
Inclusion/ANSAIO**

Pillar Principles



This new administrative order demonstrates that the Municipality:

- values community participation and service as fundamental to the success of the Municipality;
- strives to have appointments made by Council that reflect the diversity of the communities that it serves; and
- seeks to appoint members of the community who bring skills, expertise, and perspectives that contribute to good governance.

Summary of Changes

GENERAL

- Policy re-written as Administrative Order
- Process clearly outlined
- More transparency
- Aligns with procedures

RECRUITMENT

- Outlines recruitment types and the application process for each
- Use of cover letters, resumes and references
- Eligibility requirements (age, residency)
- Number of committees applicant can apply to changed to 2 – 1 Committee of Council and 1 external body

NOMINATION PROCESS

- Use of review boards
- Use of interview panels

APPOINTMENT PROCESS

- Outlines when appointments become effective
- Process once Council selects individuals for appointment
- Communication of appointments
- Process for re-appointment to an external board

Recruitment Types

Standard

- Skills required general in nature.

Special Expertise

- Expertise or perspective from a technical or professional group is required.

Specified Stakeholder

- Council has identified specific stakeholder organizations to nominate members.

External Body

- Specific competencies are determined by legislation and input from the external body.

Committees by Recruitment Type

Standard

Accessibility Advisory Committee
Active Transportation Advisory Committee*
African Descent Advisory Committee
Grants Committee
Halifax Peninsula Planning Advisory Committee
Heritage Advisory Committee
North West Planning Advisory Committee
Point Pleasant Park Advisory Committee
Western Common Advisory Committee*
Women's Advisory Committee
Youth Advisory Committee

External Body

Community Monitoring Committee
Events East
Halifax Harbour Bridges Commission
Halifax International Airport Authority
Halifax Port Authority
Halifax Regional Library
Halifax Water Board of Commissioners
Shubenacadie Canal Commission

Special Expertise

Audit Committee
Board of Police Commissioners
Design Advisory Committee
Design Review Committee
District Boundary Resident Review Panel
Investment Policy Advisory Committee
License Appeal Committee
Regional Watersheds Advisory Board
Western Common Advisory Committee*

Specified Stakeholder

Active Transportation Advisory Committee*
Special Events Advisory Committee
Western Common Advisory Committee*

*Committee requires more than one recruitment type

Application Process



STANDARD

- Complete application form only
- Resume and/or cover letter not required



SPECIAL EXPERTISE

- Complete application form
- Resume and/or cover letter may be required
- References may be requested if interviews conducted



SPECIFIED STAKEHOLDER

- Nominations submitted by identified stakeholder groups



EXTERNAL BODY

- Complete application
- Resume and/or cover letter may be required
- References may be requested if interviews conducted
- Reappointment: a letter from the external body may be presented to Council

Appointment Selection Process

STANDARD & SPECIAL EXPERTISE

Review Board **may** be established.



Recommendation report goes to the nominating body.



The nominating body may adjust or approve the recommendation.



Interviews may be initiated by the Clerk or requested by the nominating body.



Appointing body approval and ratification.

EXTERNAL BODY

Review board **shall** be established.



Recommendation report goes to the nominating body who may adjust or approve the recommendation. The Clerk may recommend that the nominating body appoint an interview panel to conduct interviews.



Appointing body approval and ratification.



Notification to the external body of nominations or appointments.

SPECIFIED STAKEHOLDER

Nominations received from the stakeholder group.

Nominations are presented to the nominating and/or appointing body for approval and ratification.

Applicant Communication Process

After approval of appointments the Clerk shall:

- Prepare a notice of appointment stating the name of the appointee, the Committee of Council or external body to which they have been appointed, and the length of their term;
- Communicate to all applicants the decision of the appointing body with respect to whether their application, either:
 - including their notice of appointment;
 - thanking them for their interest in volunteering; or
 - notifying them that they have been selected as an alternate; and
- For appointments to an external body, communicate to the external body the appointment or nomination made and provide the external body with the necessary contact information for the appointee or nominee to facilitate communication.

Public Communication Process



Upon notification of all applicant outcomes and the acceptance of appointments, the names of the successful appointees shall be published on Halifax.ca.



The names of any alternates appointed shall not be published until such times as the individual is required to fill a vacancy.

Orientation for Members

The Clerk may arrange an initial orientation for all new and returning members appointed to a Committee of Council, which may include training on:

- the Committee of Council's terms of reference;
- meeting procedure (Administrative Order One);
- conflict of interest (Municipal Conflict of Interest Act); and
- access and privacy (Municipal Government Act – Part XX FOIPOP).

Recommendation

It is recommended that Executive Standing Committee recommend that Halifax Regional Council:

adopt Proposed Administrative Order 2023-001-GOV – Respecting Public Appointments to Committees of Council and External Boards which includes the repeal of the 2011 Public Appointment Policy.