



P.O. Box 1749  
Halifax, Nova Scotia  
B3J 3A5 Canada

**Item No. 12.1.1**  
**Appeals Standing Committee**  
**December 5, 2024**

**TO:** Chair and Members of Appeals Standing Committee

**FROM:** Cathie O'Toole, Chief Administrative Officer

**DATE:** November 26, 2024

**SUBJECT:** **Appeals Standing Committee Appointment to Executive Standing Committee**

---

### **ORIGIN**

The requirement to fill Councillor positions 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 appointments to the Executive Standing Committee.

### **RECOMMENDATION**

It is recommended that Appeals Standing Committee appoint one (1) Councillor from the members of the Appeals 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.

### **DISCUSSION**

Following the 2024 Municipal and CSAP election, at the November 19, 2024, meeting, Halifax Regional Council made appointments to some of the Standing Committees. Section 2 of Schedule 6 of Administrative Order One, *The Procedures of the Council Administrative Order*, outlines the composition of the Executive Standing Committee as follows:

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.

Appeals Standing Committee action required:

- Appoint one (1) Councillor from the members of the Appeals Standing Committee to serve on Executive Standing Committee for a term to November 2026.

If more than one member puts their name forward to be on the Executive Standing Committee, 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.”

### **FINANCIAL IMPLICATIONS**

No financial implications at this time.

### **RISK CONSIDERATION**

A delay in considering the Appeals Standing Committee appointment to Executive Standing Committee could result in Executive Standing Committee being formed at a later date, which would cause 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**

Appeals Standing Committee could choose not to approve the recommendation. This is not recommended by staff for the reasons outlined in the risk consideration 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:

- 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

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

**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

---