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**Item No. 13.1.1**  
**Audit and Finance Standing Committee**  
**January 15, 2025**

**TO:** Chair and Members of Audit and Finance Standing Committee

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

**DATE:** January 6, 2025

**SUBJECT:** **Councillor Appointments to the Special Events Advisory Committee**

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**ORIGIN**

The requirement for Audit and Finance Standing Committee to appoint Councillors to Boards, Committees and Commissions.

November 26, 2024, special meeting of the Audit and Finance Standing Committee, motion from agenda item 4.

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

- December 11, 2024, meeting of the Harbour East-Marine Drive Community Council, motion from agenda item 14.1.2; and
- December 16, 2024, meeting of the Halifax and West Community Council, motion from agenda item 14.1.1.

**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 the Special Events Advisory Committee.

## **RECOMMENDATION**

It is recommended that Audit and Finance Standing Committee:

1. Appoint Deputy Mayor Mancini as the Harbour East-Marine Drive Community Council representative to the Special Events Advisory Committee for a term to November 2026;
2. Appoint Councillor White as the Halifax and West Community Council representative to the Special Events Advisory Committee for a term to November 2026;
3. After the appointments of the representatives for Harbour East-Marine Drive Community Council and Halifax and West Community Council, appoint one (1) Councillor, from the three (3) representatives appointed to the Special Events Advisory Committee from the Community Councils, to serve as the Chair of the Special Events Advisory Committee, for a term to November 2026; and
4. After the appointments of the representatives for Harbour East-Marine Drive Community Council and Halifax and West Community Council, appoint one (1) Councillor, from the three (3) representatives appointed to the Special Events Advisory Committee from the Community Councils, to serve as the Vice Chair of the Special Events 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 with the end of the Council term, and new appointments are required to fill vacancies on Boards, Committees and Commissions.

The Audit and Finance Standing Committee received a staff recommendation report dated November 19, 2024, at their November 26, 2024, special meeting to consider the appointment of the Audit and Finance Standing Committee representative to the Special Events Advisory Committee (Attachment 1), and passed the following motion:

THAT Audit and Finance Standing Committee:

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2. Appoint Councillor Gillis to Special Events Advisory Committee for a term to November 2026...

Councillor Gillis was appointed as the Audit and Finance Standing Committee representative to the Special Events Advisory Committee, and became the de facto representative for North West Community Council on the Special Events Advisory Committee. Appointments are required for the Harbour East-Marine Drive Community Council, and the Halifax and West Community Council

For further information refer to the attached staff report dated November 19, 2024 (Attachment 1).

## **DISCUSSION**

Schedule 1 of Administrative Order 2014-020-GOV, *Respecting Marketing Levy Special Event Reserve Grants*, requires the Audit and Finance Standing Committee to appoint three (3) members of Halifax Regional Council to the Special Events Advisory Committee, with one (1) elected member appointed from each Community Council (except for the Regional Centre Community Council).

Following the November 26, 2024, special meeting of the Audit and Finance Standing Committee, nominations for the two (2) remaining positions for Members of Regional Council were put forward by Community Councils.

### **Harbour East Marine Drive Community Council**

At the December 11, 2024, meeting of the Harbour East-Marine Drive Community Council, the following motion was passed:

THAT Harbour East-Marine Drive Community Council nominate Deputy Mayor Mancini to serve on the Special Events Advisory Committee for a term to November 2026

### **Halifax and West Community Council**

At the December 16, 2024, meeting of the Halifax and West Community Council, the following motion was passed:

THAT Halifax and West Community Council nominate Councillor White, for appointment by the Audit and Finance Standing Committee, to serve on the Special Events Advisory Committee for a term to November 2026

Audit and Finance Standing Committee action required:

- Appoint Deputy Mayor Mancini as the Harbour East-Marine Drive Community Council representative to the Special Events Advisory Committee for a term to November 2026;
- Appoint Councillor White as the Halifax and West Community Council representative to the Special Events Advisory Committee for a term to November 2026;
- Appoint one (1) Councillor to serve as the Chair of the Special Events Advisory Committee from the three (3) representatives of the Community Councils appointed to the Special Events Advisory Committee, for a term to November 2026; and
- Appoint one (1) Councillor to serve as the Vice Chair of the Special Events Advisory Committee from the three (3) representatives of the Community Councils appointed to the Special Events Advisory Committee, for a term to November 2026

### **FINANCIAL IMPLICATIONS**

No financial implications at this time.

### **RISK CONSIDERATION**

A delay in making appointments would result in delays for meeting schedules and business of the Special Events Advisory Committee.

### **COMMUNITY ENGAGEMENT**

Meetings of the Audit and Finance 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 Committee are posted on Halifax.ca.

## **ENVIRONMENTAL IMPLICATIONS**

No environmental implications were identified.

## **ALTERNATIVES**

The Audit and Finance Standing Committee could choose not to approve the recommendation. This is not recommended by staff for the reason outlined in the risk consideration 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 2, Audit and Finance Standing Committee Terms of Reference:

14. The following Committees shall be advisory committee to the Audit and Finance Standing Committee:

<b>COMMITTEE</b>	<b>TYPE</b>	<b>APPOINTMENT</b>
Special Events	Advisory	The Chair shall be appointed by the Audit and Finance Standing Committee from the three councillors appointed as members. One (1) Member shall be appointed from each Community Council, except the Regional Centre Community Council The Citizen/Sector Members shall be appointed at large.

Administrative Order 2014-020-GOV, *Respecting Marketing Levy Special Event Reserve Grants*, Schedule 1, Special Events Advisory Committee Terms of Reference:

### **1. Composition of Committee**

1.1. The HRM Special Events Advisory Committee shall comprise a voting membership of up to nine (9) as follows: Three (3) elected members of Halifax Regional Council appointed by the Audit and Finance Standing Committee;

1.1.1. The three (3) elected members are to be appointed from Community Councils, with one (1) elected member appointed from each Community Council except the Regional Centre Community Council;

1.1.2. One (1) elected member is also to be a member of the Audit & Finance Standing Committee;

1.2. The Chair shall be appointed by the Audit and Finance Standing Committee from the three (3) elected members of Halifax Regional Council appointed to the Special Events Advisory Committee;

- 1.3. The Vice Chair shall be appointed by the Audit and Finance Standing Committee from the Community Council membership;

**2. Term of Office**

- 2.1 Each elected representative shall be appointed for a term of two (2) years, renewable.

**ATTACHMENTS**

Attachment 1 – Staff recommendation report dated November 19, 2024

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Report Prepared by: Annie Sherry, Public Appointments Coordinator, 902.490.4210

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## Attachment 1

### Item No. 4 Audit and Finance Standing Committee Special Meeting November 26, 2024

**TO:** Chair and Members of Audit and Finance Standing Committee

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

**DATE:** November 19, 2024

**SUBJECT:** **Audit and Finance Standing Committee Appointments to Boards and Committees**

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#### **ORIGIN**

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

#### **EXECUTIVE SUMMARY**

This report outlines the process and expression of interest results to fill Councillor positions on Grants, Special Events Advisory Committee and Executive Standing Committee.

#### **RECOMMENDATION**

It is recommended that Audit and Finance Standing Committee:

1. Appoint one (1) Member of the Audit and Finance Standing Committee to serve as the Chair of Grants Committee for a term to November 2026;
2. Appoint one (1) Member of Audit and Finance Standing Committee to Special Events Advisory Committee for a term to November 2026; and
3. Appoint one (1) Member of the Audit and Finance Standing Committee to 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 with the end of the Council term, and new appointments are required to fill vacancies on Boards, Committees and Commissions.

### **Grants Committee**

The composition of Grants Committee includes four (4) Members of Regional Council, 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.
- 1.2 The representatives of Regional Council shall be appointed by their respective Community Council and shall inform Regional Council of their selection.
- 1.4 The Chair shall be appointed annually by the Audit and Finance Standing Committee from the membership of the Audit and Finance Standing Committee.

### **Special Events Advisory Committee**

The composition of Special Events Advisory Committee includes three (3) Members of Regional Council, as follows:

- 1.1. The HRM Special Events Advisory Committee shall comprise a voting membership of up to nine (9) as follows: Three (3) elected members of Halifax Regional Council appointed by the Audit and Finance Standing Committee;
  - 1.1.1. The three (3) elected members are to be appointed from Community Councils, with one (1) elected member appointed from each Community Council except the Regional Centre Community Council;
  - 1.1.2. One (1) elected member is also to be a member of the Audit & Finance Standing Committee;
- 1.2. The Chair shall be appointed by the Audit and Finance Standing Committee from the three (3) elected members of Halifax Regional Council appointed to the Special Events Advisory Committee;
- 1.3. The Vice Chair shall be appointed by the Audit and Finance Standing Committee from the Community Council membership;

### **Executive Standing Committee**

The composition of Executive Standing Committee includes seven (7) Members of Regional Council, as follows:

- (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.

**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 for the Grants Committee and Special Events Advisory Committee 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 the Council stand for election, a vote shall be taken by secret ballot”.

**Grants Committee**

<b>Meeting Body</b>	<b>Composition (Seats Allocated to Council Members)</b>	<b>Councillor Expression of Interest 1<sup>st</sup> or 2<sup>nd</sup> Choice</b>	<b>Councillor Expression of Interest 3<sup>rd</sup>+ Choice</b>
<b>Grants Committee</b>	1 member per Community Council – <i>Not eligible for appointment as Chair of Grants Committee</i>  Chair appointed by and from Audit and Finance Standing Committee	Councillor Hendsbee (HEMDCC)	Councillor Hinch (HWCC)  Councillor Young (NWCC)

Community Council representatives will be appointed by and from each Community Council at meetings the following meetings:

- November 14, 2024: Harbour East-Marine Drive Community Council
- November 18, 2024: North West Community Council
- November 25, 2024: Halifax and West Community Council

The Chair of Grants Committee shall be appointed by and from the membership of the Audit and Finance Standing Committee.

**Special Events Advisory Committee (SEAC)**

<b>Meeting Body</b>	<b>Composition (Seats Allocated to Council Members)</b>	<b>Councillor Expression of Interest 1<sup>st</sup> or 2<sup>nd</sup> Choice</b>	<b>Councillor Expression of Interest 3<sup>rd</sup>+ Choice</b>
<b>Special Events Advisory Committee</b>	1 member per Community Council (1 of these members needs to also be a member of AFSC)  Chair and Vice appointed by AFSC from the 3 elected Community Council representatives	Councillor Mancini (HEMDCC)	Councillor White (HWCC)  Councillor Deagle Gammon (NWCC) Councillor Gillis (NWCC) Councillor St-Amand (NWCC)



The Terms of Reference for SEAC require Audit and Finance to appoint three members to it. One of these three appointments must also be a member of Audit and Finance. At this time, staff is recommending the appointment of the Member of Council who is a member of the Audit and Finance Standing Committee. This appointment will also be the representative to SEAC for the respective Community Council on the Committee.

For the other two appointments to SEAC by Audit and Finance, a staff report will be brought back to the Audit and Finance Standing Committee following the nomination of two (2) Members of Council from the other relevant Community Councils, as well as to appoint the Chair and Vice-Chair of Special Events Advisory Committee.

### **FINANCIAL IMPLICATIONS**

No financial implications at this time.

### **RISK CONSIDERATION**

A delay in making appointments could result in delays for meeting schedules and business of the Grants Committee, Special Events Advisory Committee and Executive Standing Committee.

### **COMMUNITY ENGAGEMENT**

No community engagement was required.

### **ENVIRONMENTAL IMPLICATIONS**

No environmental implications were identified.

### **ALTERNATIVES**

Audit and Finance Standing Committee could choose not to approve the recommendation. This is not recommended by staff for the reasons outlined in the risk consideration 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 – Schedule 2 Audit and Finance Standing Committee Terms of Reference Section 14, as follows:

14. The following Committees shall be advisory committee to the Audit and Finance Standing Committee:

<b>COMMITTEE</b>	<b>TYPE</b>	<b>APPOINTMENT</b>
Grants	Advisory	The Chair shall be appointed by and from the Audit and Finance Standing Committee. One (1) Member shall be appointed from each Community Council Citizen Members shall be appointed at large.
Special Events	Advisory	The Chair shall be appointed by the Audit and Finance Standing Committee from the three councillors appointed as members. One (1) Member shall be appointed from each Community Council, except the Regional Centre Community Council The Citizen/Sector Members shall be appointed at large.

Administrative Order One, Schedule 6, Executive Standing Committee Terms of Reference, Section 2:

2 (1) The Executive Standing Committee shall consist of seven (7) Members of the Council.

<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

**HRM Grants Committee Terms of Reference**

1.1.1 The Chair appointed from the membership of the Audit & Finance Standing Committee

Administrative Order 2014-020-GOV, *Respecting Marketing Levy Special Event Reserve Grants*, Schedule 1, Special Events Advisory Committee Terms of Reference, as follows:

1.1. The HRM Special Events Advisory Committee shall comprise a voting membership of up to nine (9) as follows: Three (3) elected members of Halifax Regional Council appointed by the Audit and Finance Standing Committee;

1.1.1. The three (3) elected members are to be appointed from Community Councils, with one (1) elected member appointed from each Community Council except the Regional Centre Community Council;

1.1.2. One (1) elected member is also to be a member of the Audit & Finance Standing Committee;

1.2. The Chair shall be appointed by the Audit and Finance Standing Committee from the three (3) elected members of Halifax Regional Council appointed to the Special Events Advisory Committee;

**ATTACHMENTS**

None.

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

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