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Item No. 13.1.2
Community Planning and Economic Development Standing Committee
December 3, 2025

TO: Chair and Members of Community Planning and Economic Development
Standing Committee

FROM: Brad Anguish, Acting Chief Administrative Officer

DATE: November 20, 2025

SUBJECT: **Community Planning and Economic Development 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 appointing a representative from the Community Planning and Economic Development Standing Committee to the Executive Standing Committee.

RECOMMENDATION

It is recommended that Community Planning and Economic Development Standing Committee appoint one (1) Councillor from the members of the Community Planning and Economic Development 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.

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.
- ...

- (5) The Deputy Mayor shall be Vice Chair of the Executive Standing Committee.

DISCUSSION

At the December 12, 2024, meeting of the Community Planning and Economic Development Standing Committee (CPED), the following motion was passed:

“THAT the Community Planning and Economic Development Standing Committee appoint Councillor Cuttell to serve on the Executive Standing Committee for a term to November 2026.”

At the November 18, 2025, meeting of Regional Council, Councillor Cuttell was elected as the Deputy Mayor for a term to November 2026. Where the membership of the Executive Standing Committee includes an as-of-right position for the Deputy Mayor as Vice Chair, the position for the CPED representative on the Executive Standing Committee has become vacant and a new representative must be appointed to fill the duration of the term.

Community Planning and Economic Development Standing Committee action required:

- Appoint one (1) Councillor from the members of the Community Planning and Economic Development 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 Community Planning and Economic Development Standing Committee appointment to the Executive Standing Committee will result in a lack of representation from CPED and could result in issues with quorum at the Executive Standing Committee.

COMMUNITY ENGAGEMENT

No community engagement was required.

ENVIRONMENTAL IMPLICATIONS

No environmental implications were identified.

ALTERNATIVES

The Community Planning and Economic Development 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

Community Council Appointments	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

ATTACHMENTS

None.