

**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
 - (b) provide a recommendation to Council on the hiring of the next CAO.
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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 in Council this 22nd day of November, 2022.

Mayor

Municipal Clerk

I, Iain MacLean, Municipal Clerk for the Halifax Regional Municipality, hereby certify that the above-noted Administrative Order was passed at a meeting of the Halifax Regional Council held on November 22, 2022.

Iain MacLean, Municipal Clerk

Notice of Motion:
Approval:

November 8, 2022
November 22, 2022