

Nominating Committee

Agenda

Wednesday, October 26, 2022

9:30 a.m.

**Council Chambers
2nd Floor, City Hall
320 Esplanade, Sydney, NS**

Committee Members:

**Mayor Amanda M. McDougall
Deputy Mayor Earlene MacMullin
Councillor Eldon MacDonald
Councillor Glenn Paruch
Councillor Steve Parsons
Councillor Darren O'Quinn**

Cape Breton Regional Municipality

Nominating Committee

Wednesday, October 26, 2022

9:30 a.m.

AGENDA ITEMS

Roll Call

1. **APPROVAL OF AGENDA:** (Motion Required)

2. **Council Appointments to CBRM Committees and External Agencies: 2022-24:** Deborah Campbell Ryan, Municipal Clerk (See page 3)

Background Information:
 - a) **Master Selection Sheet** (See page 5)
 - b) **Current Membership** (See page 7)

3. **Citizen Appointments on CBRM Internal Committees and External Agencies:** Deborah Campbell Ryan, Municipal Clerk (See page 9)

4. **Regional Enterprise Network (REN) Liaison & Oversight Committee – CBRM Staff Appointments:** Deborah Campbell Ryan, Municipal Clerk (See page 11)

Adjournment

CBRM

M·E·M·O

320 Esplanade

Sydney, Nova Scotia, B1P 7B9

902-563-5021

To: Nominating Committee
From: Deborah Campbell Ryan, Municipal Clerk
Date: October 20, 2022
Subject: Council Appointments to CBRM Committees & External Agencies: 2022-24

Attached please find a Master Selection Sheet which summarizes the requests from Council members for appointments to the CBRM Committees and External Agencies for the next two years.

By way of summary, there is enough interest in all Committees, with a few having more Council requests than positions available, as follows:

- Police Commission: 6 requests, but only 3 positions available;
- Fire & Emergency Services Committee: 6 requests, but only 4 positions;
- NS Solid Waste-Resource Management Regional Chairs Committee: 2 requests, but only one position available.

Note: There are 2 requests for Pitu'paq and only one position available, however in the past that organization gladly accepted 2 representatives from CBRM.

For reference purposes, attached is the listing of the current Council appointments to Internal Committees and External Agencies. In accordance with Policy RC4 Committees, there is a guideline to strive for at least one-half of the membership of committees to rotate off annually for continuity purposes.

It is the role of the Nominating Committee to review the Council requests for each Committee, consider additional nominations from the floor and conduct elections if necessary.

The recommendations from the Nominating Committee will be referred to the Council meeting scheduled for November 8, 2022.

Continued...

I would point out that although Mayor McDougall did not submit any committee selections, the Mayor is an Ex-Officio voting member of all Committees, except the Police Commission and the Audit Committee. This means that by virtue of the office, the Mayor is allowed to participate in meetings and vote on issues, however an ex officio member cannot be included in the count when determining the number needed for a quorum and when determining if a quorum is present. Although not an Ex-Officio member of the Board of Police Commissioners and the Audit Committee, the Mayor is permitted to serve on those committees if appointed by Council.

Yours truly,

Original signed by:

Deborah Campbell Ryan
Municipal Clerk

Attachments

**Cape Breton Regional Municipality
Council Representation Requests (Internal Committees) – October 2022**

Council Member	Police Commission (Chair - 2 year appointment)	Fire & Emergency Services Committee	Heritage Advisory Committee	Audit Committee	Fences Arbitration
Number Required	3 (+ 3 citizens +1 Prov. Appointee)	4 + Dep. Mayor (Chair)	2 (minimum) (+ maximum 7 citizens)	4 + Dep. Mayor (Chair (+ 2 citizens)	1 (1 Citizen app. from NS Federation of Agriculture)
Mayor Amanda M. McDougall					
Gordon MacDonald		1			
Earlene MacMullin				1	
Cyril MacDonald					3
Steve Gillespie	1	3			
Eidon MacDonald	1		2		
Glenn Paruch		1			
Steve Parsons		1		2	
Deputy Mayor James Edwards	1	X		X	
Ken Tracey	1	3	2		
Darren Bruckschwaiger				1	
Darren O'Quinn	3	2	1		
Lorne Green	1			2	

**Cape Breton Regional Municipality
Council Representation Requests (External Agencies) – October 2022**

Council Member	Library Board	Pitu'paq	NS Solid Waste-Resource Management Regional Chairs Committee (2 yr. term)	REN Liaison & Oversight Committee
Number Required	3 (+ 2 citizens)	1	1	2 (+ 2 staff + 2 DMAH)
Mayor Amanda M. McDougall				
Gordon MacDonald				
Earlene MacMullin				
Cyril MacDonald		2	1	
Steve Gillespie	2			4
Eidon MacDonald	1			
Glenn Paruch	2			
Steve Parsons		4		3
Deputy Mayor James Edwards				
Ken Tracey				
Darren Bruckschwaiger				
Darren O'Quinn				
Lorne Green			3	

2020 to 2022 Internal and External Committee – Council Appointments

Internal Committees: <i>Council Appointments Approved December 8, 2020 & Citizen appointments Approved February 23, 2021</i>	
<p>Nominating Committee – <i>Appointed October 11, 2022</i> (Mayor + 5 = 6 Members)</p> <p>Mayor Amanda M. McDougall Councillor Earlene MacMullin Councillor Eldon MacDonald Councillor Glenn Paruch Councillor Steve Parsons Councillor Darren O’Quinn</p>	<p>Heritage Advisory Committee (2 Members minimum + max. 7 Citizens)</p> <p>Councillor Eldon MacDonald, Chair Councillor Glenn Paruch Councillor James Edwards Councillor Ken Tracey Councillor Darren O’Quinn</p> <p>Citizen Thomas Ashford, Vice Chair Citizen Eric Keys MacDonald Citizen Spyro Trifos Citizen Allie MacInnis Citizen Saul MacNeil</p>
<p>Police Commission (3 Members + 4 Citizens)</p> <p>Councillor Eldon MacDonald, Chair Councillor Steve Gillespie Councillor James Edwards</p> <p>Citizen Lloyd Bailey, North Division Citizen Dale Deering-Bert, East Division, Vice Chair Citizen Helen Luedee, Central Division Citizen Noelle Gouthro - Provincial Appointee (Appointed May 31, 2022)***</p>	<p>Accessibility Advisory Committee (2 Members + max. 8 Citizens) <i>Committee Appointments Approved May 18, 2021</i></p> <p>Councillor Cyril MacDonald, Chair Councillor Steve Gillespie</p> <p>Citizen Louise Gillis Citizen Sarah MacPherson Citizen Veronica Merryfield Citizen Dr. Linda Murray Citizen Marcie Shwery-Stanley Citizen Elaine Swartz <i>Citizen Vacancy</i></p>
<p>Fire & Emergency Services Committee (Deputy Mayor + 4 = 5 Members)</p> <p>Deputy Mayor Earlene MacMullin, Chair Councillor Gordon MacDonald Councillor Glenn Paruch Councillor Darren Bruckschwaiger, Vice Chair Councillor Lorne Green</p>	
<p>Audit Committee (Deputy Mayor + 4 Members + 2 Citizens = 7 Members)</p> <p>Deputy Mayor Earlene MacMullin, Chair Councillor Cyril MacDonald Councillor Steve Parsons, Vice Chair Councillor Glenn Paruch Councillor Lorne Green</p> <p>Citizen Rakesh Kochhar Citizen Mark Galley</p>	
<p>Fences Arbitration (1 Member + 1 Alternate)</p> <p>Councillor Cyril MacDonald, Chair Deputy Mayor Earlene MacMullin, Alternate</p>	

Continued...

2020 to 2022 Internal and External Committee – Council Appointments

<p>External Committees: <i>Council Appointments Approved December 8, 2020 & Citizen appointments Approved. February 23, 2021</i></p>	
<p>Nova Scotia Solid Waste Resource Management Regional Chairs Committee (1 Member)</p> <p>Councillor Cyril MacDonald</p>	<p>REN Liaison & Oversight Committee</p> <p>Deputy Mayor Earlene MacMullin Councillor Steve Parsons</p>
<p>Pitu’paq (2 Members)</p> <p>Councillor Cyril MacDonald Councillor Steve Parsons</p>	<p>Ken LeBlanc, CBRM Jennifer Campbell, CBRM</p> <p>Ross MacDonald, Municipal Affairs Joe Brown, Department of Labour & Advanced Education</p>
<p>Library Board (3 Members + 2 Citizens)</p> <p>Councilor Eldon MacDonald Councillor Glenn Paruch Councillor Darren O’Quinn</p> <p>Citizen Douglas MacLennan Citizen Kathy MacIntyre</p>	



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To: CBRM Nominating Committee
From: Deborah Campbell Ryan, Municipal Clerk
Date: October 20, 2022
Subject: Citizen Appointments on CBRM Internal Committees and External Agencies

Attached please find the list of current citizen appointments to CBRM Committees and External Agencies.

As outlined, the term for citizens appointments on the Committees and Agencies will expire in the coming months. Therefore it would be in order for the Nominating Committee to direct staff to call for expressions of interest for citizens to serve on the following Committees/Agencies in accordance with the related by-laws and policies:

- Board of Police Commissioners
- Audit Committee
- Diversity Committee
- Heritage Advisory Committee
- Cape Breton Regional Library Board
- Port of Sydney Development Corporation
- Accessibility Advisory Committee

Staff Recommendation:

That the Nominating Committee pass a motion to direct the Clerk to call for Expressions of Interest for vacancies on the above Committees and Agencies, and that a report be brought back to the Nominating Committee.

Yours truly,

Original signed by:

Deborah Campbell Ryan
Municipal Clerk

Attachment

2020-22 Citizen Appointments

<i>Citizen appointments Approved February 23, 2021 (exceptions noted)</i>	
<p>Police Commission (3 Council Members + 4 Citizens)</p> <p>Citizen Lloyd Bailey, North Division Citizen Dale Deering-Bert, East Division, Vice Chair Citizen Helen Luedee, Central Division</p> <p>Citizen Noelle Gouthro - Provincial Appointee (<i>Appointed May 31, 2022</i>)***</p>	<p>Diversity Committee</p> <p>Citizen Andrea Hawley, African Nova Scotia Community Citizen Keith Anderson, Mental Health Community Citizen Hind Eloukkal, Newcomer Community Citizen Jennifer Jesty, First Nations Community Citizen Ann McPhee, Women's Group Community <i>Vacancy</i>, Disability Community Citizen Veronica Merryfield - Gay, Lesbian & Transgendered Community Citizen Cara Jones – CBU Citizen Marilyn Jones McNeil – Cape Breton-Victoria Regional Centre for Education (formerly known as School Board) Citizen Mary Susan Burke, Community Member at Large Citizen Amanda Seymour-Skinner, Community Member at Large Citizen Joe Costello, Community Member at Large</p>
<p>Audit Committee (Deputy Mayor + 4 Council Members + 2 Citizens = 7 Members)</p> <p>Citizen Rakesh Kochhar Citizen Mark Galley</p>	<p>Port of Sydney Development Corporation Board of Directors</p> <p><i>Business & Commerce</i> James Kerr + <i>Appointed Jan. 18, 2022</i> Greg Delaney + <i>Appointed Feb. 23, 2021</i> Gerard Shaw + <i>Appointed July 6, 2021</i></p> <p><i>Professional Engineering Designation</i> David Deane * <i>Appointed August 24, 2021</i></p> <p><i>Marketing Expertise</i> Lyndsey MacIntosh + <i>Appointed July 6, 2021</i></p> <p><i>Professional Accounting Designation</i> Sylvie Gerbasi + <i>Appointed Jan. 18, 2022</i></p> <p><i>Licensed to Practice Law in Nova Scotia</i> J. Dan MacDonald + <i>Appointed Feb. 23, 2021</i></p> <p><u>Legend:</u></p>
<p>Accessibility Advisory Committee (2 Council Members + max. 8 Citizens) <i>Committee Appointments Approved May 18, 2021</i></p> <p>Citizen Louise Gillis Citizen Sarah MacPherson Citizen Veronica Merryfield Citizen Dr. Linda Murray Citizen Marcie Shwery-Stanley Citizen Elaine Swartz <i>Citizen Vacancy</i></p>	<p>* Two Year Term + Three Year Term</p>
<p>Heritage Advisory Committee (2 Council Members minimum + max. 7 Citizens)</p> <p>Citizen Thomas Ashford Citizen Eric Keys MacDonald Citizen Spyro Trifos Citizen Allie MacInnis Citizen Saul MacNeil</p>	
<p>Library Board (3 Council Members + 2 Citizens)</p> <p>Citizen Douglas MacLennan Citizen Kathy MacIntyre</p>	



M·E·M·O

To: CBRM Nominating Committee
From: Deborah Campbell Ryan, Municipal Clerk
Date: October 20, 2022
Subject: Regional Enterprise Network (REN) Liaison & Oversight Committee - CBRM Staff Appointments

CBRM is required to have a Liaison & Oversight Committee (LOC) which acts as an advisory body for the Regional Enterprise Network (REN). Attached is a brief overview of the roles and responsibilities of the LOC.

In addition to the Council appointments and provincial representatives, the LOC membership includes two CBRM staff. Currently Jennifer Campbell, Chief Financial Officer, and Ken LeBlanc, former Community Development Coordinator, are appointed to the LOC.

However, Ken LeBlanc is no longer in that position and CBRM has a new Community Development Coordinator, namely William Roy. Therefore it is recommended that William Roy replace Ken LeBlanc on the LOC. Further, Jennifer Campbell has agreed to continue as the second CBRM staff member on the LOC.

Staff Recommendation:

That the Nominating Committee recommend to Council that William Roy, Community Development Coordinator, be appointed as one of the CBRM staff representatives on the Liaison & Oversight Committee for the REN, and that Jennifer Campbell, Chief Financial Officer, be reappointed as the second CBRM staff representative on the LOC.

Yours truly,

Original Signed By

Deborah Campbell Ryan
Municipal Clerk

Attachment

Regional Enterprise Network - Liaison and Oversight Committee

The Liaison and Oversight Committee (LOC) is an advisory body representing the municipal and provincial funders that are supporting the core operations of a Regional Enterprise Network (REN) through an Inter-Municipal Agreement and Contribution Agreement. The typical composition includes the municipalities, First Nations and the Province of Nova Scotia. The Committee is responsible for reviewing and approving the regional economic development strategy, evaluating the REN's overall performance, financial oversight, recruiting and nominating the Board of Directors, and planning for Board succession.

Roles and Responsibilities:

- i. Reviewing and Approving the regional economic development strategy;
- ii. Monitoring and evaluating the implementation of the regional economic development strategy;
- iii. Reviewing and approving any agreements between the REN and any other entity which would require the REN to expend a sum or sums of money in excess of \$100,000.
- iv. Reporting and communicating with the Municipality and the Province;
- v. Appointing the members of the Recruitment and Nominating Committee;
- vi. Appointing the members of the Board of Directors, based upon the recommendations from the Recruitment and Nominating Committee.

