

# **Nominating Committee**

## **Agenda**

**Tuesday, May 11, 2021**

**10:00 a.m.**

### **Via Video Conferencing**

**Committee Members:**

**Mayor Amanda M. McDougall  
Councillor Gordon MacDonald  
Councillor Steve Gillespie  
Councillor Eldon MacDonald  
Councillor Glenn Paruch  
Councillor Steve Parsons**

# Cape Breton Regional Municipality

## Nominating Committee

Tuesday, May 11, 2021  
10:00 a.m.

### **AGENDA ITEMS**

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#### Roll Call

1. Approval of Minutes: (Previously Distributed)
  - February 9, 2021
  
2. APPROVAL OF AGENDA: (Motion Required)
  
3. Report on Call for Expressions of Interest – Citizen Representatives on Committees: Deborah Campbell Ryan, Municipal Clerk (See page 3)
  
4. Port of Sydney Development Corporation – Board Vacancies: Deborah Campbell Ryan, Municipal Clerk (See page 7)

#### Adjournment

## M·E·M·O

**To:** Mayor Amanda M. McDougall & the Nominating Committee  
**From:** Deborah Campbell Ryan, Municipal Clerk  
**Date:** May 4, 2021  
**Subject:** Report on Call for Expressions of Interest – Citizen Representatives on Committees

### Call for Expressions of Interest:

As directed by motions of the Nominating Committee on February 9, 2021, and motion of Council on March 9, 2021 (copies attached), expressions of interest for the citizen positions on various external Committees were publicly advertised in the Cape Breton Post on March 13, 2021. Notice was also placed on the CBRM website and social media. The deadline for submissions was 4:30 p.m. on Friday, March 26, 2021.

In response, there were ten (10) applications received, with one individual applying to serve on two Committees.

Below is a breakdown of submissions received:

- a) Accessibility Advisory Committee – eight (8)
- b) Diversity Committee – two (2)
- c) Cape Breton Island Housing Authority – one (1)

The matrix outlining the particulars of each applicant is attached separately.

### Next Steps:

The Nominating Committee shall review the submissions in terms of suitability based on the responsibilities for each Committee and then forward their recommendations to Council for appointments to each Committee.

**Continued...**

Applicants should be referenced by their matrix number only during discussions and in the motion to Council. Once they have accepted the appointments, their names will be publicly released at a future meeting of Council.

- a) **Accessibility Advisory Committee**: We require *up to* 8 citizens plus 2 Council members for a two-year term, noting we received applications from 8 citizen. As directed, Council was also polled for 2 members to serve on this Committee. Councillor Cyril MacDonald and Councillor Steve Gillespie put their names forward.
  
- b) **Diversity Committee**: This was the second call for citizen applications for one representative from the Gay, Lesbian & Transgendered Community, from Cape Breton University, and from the Cape Breton-Victoria Regional Centre for Education. However, we only received 2 applications for the representative from the Gay, Lesbian & Transgendered Community, one of which also applied for the Accessibility Advisory Committee.
  
- c) **Cape Breton Island Housing Authority Board**: They require three citizens for a two-year term. We only received one application, however that applicant was ineligible because of their employment relationship with the Housing Authority.

Recommendation:

That staff be directed to re-advertise for citizen volunteers to fill the vacant positions on the Diversity Committee (i.e. one representative from Cape Breton University, and from the Cape Breton-Victoria Regional Centre for Education.); and the three representatives for the Cape Breton Island Housing Authority Board.

Thank you.

**Yours truly,**

*Original signed by:*

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**Deborah Campbell Ryan,  
Municipal Clerk**

Attachments

**Appointments to CBRM Accessibility Advisory Committee**

**Motion:**

Moved by Councillor Gillespie, seconded by Councillor Eldon MacDonald, that the Clerk be directed:

- to call for Expressions of Interest for up to eight (8) CBRM citizens to serve on the Accessibility Advisory Committee for a two-year term, noting that half of the Committee members must be persons with disabilities or represent persons with disabilities;
- to poll Council inviting two (2) Council members to put their names forward to serve on the Committee; and
- to bring back a report to the Nominating Committee at a future date.

**Motion Carried.**

**Diversity Committee – Re-advertise for Representation from the Gay, Lesbian and Transgendered Community, Cape Breton University and the Cape Breton Victoria Regional School Board**

**Motion:**

Moved by Councillor Gordon MacDonald, seconded by Councillor Eldon MacDonald, that staff be directed to re-advertise for individuals to fill positions on the Diversity Committee for representative from the Gay, Lesbian and Transgendered Community, Cape Breton University, and the Cape Breton Victoria Regional School Board, now known as the Cape Breton Victoria Regional Centre for Education, when the call for expressions of interest for the Accessibility Advisory Committee takes place.

**Motion Carried.**

**Excerpt: CBRM Council Meeting - March 9, 2021**

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**Cape Breton Island Housing Authority**

**Motion:**

Moved by Councillor Green, seconded by Councillor Paruch, that staff be directed to call for expressions of interest for three (3) CBRM citizens to serve on the Cape Breton Island Housing Authority Board for a three-year term and report back to the Nominating Committee for consideration and referral to Council, noting that Council's recommendation will be forwarded to the NS Department of Infrastructure and Housing for formal appointment.

**Motion Carried.**

## M·E·M·O

**To:** Mayor Amanda M. McDougall & the Nominating Committee  
**From:** Deborah Campbell Ryan, Municipal Clerk  
**Date:** May 4, 2021  
**Subject:** Port of Sydney Development Corporation - Board Vacancies

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On March 24, 2021, CEO Marlene Usher advised that two Board members had resigned, namely Troy Hulme (representing the engineering sector) and Glenn Murrant (representing the marketing sector).

I would point out that the call for citizen volunteers in January of this year included the PSDC. Of those who were not successful in that process, there may be citizens who meet the criteria required for these two vacant positions. Attached separately is a Matrix of those applicants. Note that the applicants should be referenced by number only.

Should the Committee want to consider reaching out to those citizens who were not successful in that previous call for volunteers and ask if they would be interested in putting their names forward again for the PSDC Board, then the Committee should identify two individuals who meet the criteria and direct staff to contact them accordingly. However if they decline, or if the Committee does not want to approach those citizens, then those positions should be included in the upcoming advertisement calling for citizen volunteers discussed at this meeting.

Thank you.

**Yours truly,**

*Original signed by:*

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**Deborah Campbell Ryan,  
Municipal Clerk**

