

Cape Breton Regional Municipality

**Nominating Committee
Minutes**

**Tuesday,
August 17, 2021
10:02 a.m.
Via Videoconference**

Mayor Amanda M. McDougall called the meeting to order.

Present: Mayor Amanda M. McDougall, Chair
Councillor Gordon MacDonald
Councillor Eldon MacDonald
Councillor Glenn Paruch
Councillor Steve Parsons

Staff: Marie Walsh, Chief Administrative Officer
Deborah Campbell Ryan, Municipal Clerk
Sharon MacSween, Senior Administrative Assistant
Angela Ross, Recording Secretary

**Also
Attending:** Councillor James Edwards

Absent: Councillor Steve Gillespie (Regrets)

Summary of Decisions

Land Acknowledgement

Roll Call

1. Approval of Agenda:

Motion to approve the August 17, 2021 Nominating Committee Agenda as circulated.
Carried.

2. Report on Call for Expressions of Interest – Citizen Representatives on Committees:

Motion that a recommendation be made to Council to appoint to:

- **Diversity Committee – Cape Breton University representative**
 - Candidate #1
- **Diversity Committee – Cape Breton-Victoria Regional Centre for Education representative**
 - Candidate #3
- **Port of Sydney Development Corporation Board – Professional Engineering Designation**
 - Candidate #4

Carried.

Motion that staff be instructed to draft possible amendments to the Diversity Committee Governance Policy that would enable representatives from the Cape Breton-Victoria Regional Centre for Education (CBVRCE) and Cape Breton University (CBU) to be appointed to the Committee by the employer rather than be included in the general call for citizens for the other stakeholder groups. Further, CBRM should first re-confirm with those institutions that they, indeed, want to be part of this Committee. **Carried.**

ADJOURNMENT

Land Acknowledgement

Roll Call

1. Approval of Agenda:

Motion:

Moved by Councillor Parsons, seconded by Councillor Gordon MacDonald, approval of the August 17, 2021 Nominating Committee Agenda as circulated.

Motion Carried.

2. Report on Call for Expressions of Interest – Citizen Representatives on Committees:

Deborah Campbell Ryan, Municipal Clerk, reviewed her Memo that was included in the agenda package, noting that there are two vacancies on the Diversity Committee: one representative from Cape Breton University (CBU), and one representative from the Cape Breton-Victoria Regional Centre for Education (CBVRCE).

The Clerk advised that shortly after the June 23rd Nominating Committee meeting and before any call for citizens was issued, the CBVRCE submitted the name of an employee to serve as their representative on this Committee. They also recommended that CBRM may want to reconsider the process used for recruiting the representative from the CBVRCE on the Diversity Committee (i.e. be appointed by the employer).

Ms. Campbell Ryan advised that an expression of interest was also received from CBU before any notice was issued. There were three (3) applications received, however one later withdrew due to other commitments and is not included in the matrix.

The Clerk advised that there is one vacancy on the PSDC Board for an individual with a professional engineering designation for a two-year term, and as directed by the Committee, a second call was advertised on social media, and the Engineers Nova Scotia Association was contacted directly by the Clerk's Office. Engineers Nova Scotia notified their members of the CBRM volunteer vacancy. The deadline for submissions was August 6, 2021.

Continued...

Report on Call for Expressions of Interest – Citizen Representatives on Committees: (Cont'd):

The Clerk noted that there were two (2) applications received for the professional engineering position. However, one applicant later indicated they did not have the professional engineering designation required and is not included in the matrix.

Ms. Campbell Ryan noted that the matrix outlining the particulars of each applicant was attached separately to the agenda and she reviewed the recommended next steps and recommendations.

On a side note, the Clerk also recommended that the Committee instruct staff to draft possible amendments to the Diversity Committee Governance Policy that would enable representatives from CBVRCE (and CBU) to be appointed to the Committee by the employer rather than included in the general call for citizens from the other stakeholder groups. Further, CBRM should first re-confirm with those institutions that they, indeed, want to be part of this Committee. This would require a separate motion.

Mayor McDougall noted the two vacancies on the Diversity Committee (CBU and CBVRCE) and opened the floor for nominations for the Cape Breton University representative.

Councillor Parsons nominated Candidate #1
Councillor Gordon MacDonald nominated Candidate #2

Senior Administrative Assistant for the Clerk's Office facilitated the vote and the Clerk announced that Candidate #1 was the successful candidate for the CBU representative.

It was noted that there was only one applicant for the CBVRCE (Candidate #3) representative.

Councillor Eldon MacDonald nominated Candidate #3 for the CBVRCE representative.

The Committee **Agreed** with the nomination of candidate #3.

Mayor McDougall noted the one applicant for the Port of Sydney Development Corporation Board (PSDC) – Professional Engineering Designation and that a nomination is required.

Councillor Parsons nominated Candidate #4 for the PSDC Board – Professional Engineering Designation.

The Committee **Agreed** with the nomination of candidate #4.

The following motion was then put forward.

Continued...

Report on Call for Expressions of Interest – Citizen Representatives on Committees: (Cont'd):

Motion:

Moved by Councillor Paruch, seconded by Councillor Eldon MacDonald, that a recommendation be made to Council to appoint to:

- **Diversity Committee - Cape Breton University representative**
 - Candidate #1
- **Diversity Committee - Cape Breton Victoria Regional Centre for Education representative**
 - Candidate #3
- **Port of Sydney Development Corporation Board – Professional Engineering Designation**
 - Candidate #4

Motion Carried.

Mayor McDougall then advised that a motion was required regarding the Clerk's recommendation on possible amendments to the Diversity Committee Governance Policy, if the Nominating Committee agreed with the recommendation.

Motion:

Moved by Councillor Gordon MacDonald, seconded by Councillor Eldon MacDonald, that staff be instructed to draft possible amendments to the Diversity Committee Governance Policy that would enable representatives from the Cape Breton-Victoria Regional Centre for Education (CBVRCE) and Cape Breton University (CBU) to be appointed to the Committee by the employer rather than be included in the general call for citizens for the other stakeholder groups. Further, CBRM should first re-confirm with those institutions that they, indeed, want to be part of this Committee.

Motion Carried.

Adjournment 10:16 a.m.

Mayor Amanda M. McDougall
Chair
/acr

Deborah Campbell Ryan
Municipal Clerk