

Cape Breton Regional Municipality

**Nominating Committee
Minutes**

**Tuesday,
February 9, 2021
4:25 p.m.
Via Videoconference**

Mayor Amanda M. McDougall called the meeting to order.

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

Staff: Marie Walsh, Chief Administrative Officer
Deborah Campbell Ryan, Municipal Clerk
John MacKinnon, Deputy Chief Administrative Officer
Deanna Evely, Director of Human Resources
Sharon MacSween, Recording Secretary

Absent: N/A

Summary of Decisions

1. Approval of Agenda:

Motion to approve the February 9, 2021 Nominating Committee Agenda as circulated.
Carried.

2. Appointments to CBRM Accessibility Advisory Committee:

Motion 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.

Carried.

3. Report on Call for Expressions of Interest - Citizen Representatives on Committees - Diversity Committee:

Police Commission

Nominations:

- Candidate #P-1 - North Division
- Candidate #P-6 - Central
- Candidate #P-11 - East Division

Audit Committee

Nomination:

- Candidate # A-1

Diversity Committee

The applications for the Diversity Committee were addressed later in the meeting.

Continued...

Summary of Decisions (Cont'd)

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

Heritage Advisory Committee

Nominations took place for the Heritage Advisory Committee.

Motion that nominations to the Heritage Advisory Committee cease. **Carried.**

The following Candidates nominated were acclaimed to the Heritage Advisory Committee

Nominations:

- Candidate #H-3
- Candidate #H-1
- Candidate #H-2
- Candidate #H-4
- Candidate #H-5

Cape Breton Regional Library Board:

Nominations:

- Candidate #L-2
- Candidate #L-5

Port of Sydney Development Corporation:

Nominations:

Expertise in Business and Commerce:

- Candidate # Port-2
- Candidate # Port-4

Licensed to Practice Law:

- Candidate # Port-9

Continued...

Summary of Decisions (Cont'd)

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

Diversity Committee:

Nominations:

Motion that a recommendation be made to Council to appoint to the Diversity Committee, Candidate # D-1 as the African Nova Scotia Community representative and Candidate # D-8 as the Disability Community representative. **Carried.**

Motion that a recommendation be made to Council to appoint to the Diversity Committee, Candidate # D-2 as the Mental Health Community representative and Candidate # D-4 as the First Nations Community representative. **Carried.**

Newcomer:

- Candidate # D-3

Women's Group:

- Candidate # D-5

Community Member at Large:

- Candidate # D-7
- Candidate # P-12
- Candidate # P-14

It was noted that no applications were received from the Gay, Lesbian and Transgendered Community, Cape Breton University and the Cape Breton Victoria Regional School Board.

Motion that staff be directed to re-advertise for individuals to fill positions on the Diversity Committee for a 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. **Carried.**

Continued...

Summary of Decisions (Cont'd):

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

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

- **CBRM Board of Police Commissioners:**
 - Candidate # P-1 - North Division
 - Candidate # P-6 - Central Division
 - Candidate # P-11 - East Division
- **Audit Committee:**
 - Candidate #A-1
- **Heritage Advisory Committee:**
 - Candidate # H-1
 - Candidate # H-2
 - Candidate # H-3
 - Candidate # H-4
 - Candidate # H-5
- **Cape Breton Regional Library Board:**
 - Candidate # L-2
 - Candidate # L-5
- **Port of Sydney Development Corporation**
 - *Individuals with Business and Commerce Expertise:*
 - Candidate # Port-2
 - Candidate # Port-4
 - *Licensed to Practice Law:*
 - Candidate # Port-9
- **Diversity Committee:**
 - *African Nova Scotia Community*
 - Candidate # D-1
 - *Disability Community*
 - Candidate # D-8
 - *Mental Health Community*
 - Candidate # D-2
 - *First Nations Community*
 - Candidate # D-4
 - *Newcomer Community*
 - Candidate # D-3
 - *Women's Group Community*
 - Candidate # D-5
 - *Community Member at Large:*
 - Candidate # D-6
 - Candidate # P-12
 - Candidate # P-14

Carried.

Continued...

Summary of Decisions (Cont'd):

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

Motion that the Clerk be instructed to destroy all electronic ballots. **Carried.**

ADJOURNMENT

Roll Call

1. Approval of Agenda

Motion:

Moved by Councillor Parsons, seconded by Councillor Eldon MacDonald, approval of the February 9, 2021 Nominating Committee agenda as circulated.

Motion Carried.

2. Appointments to CBRM Accessibility Advisory Committee:

Ms. Deborah Campbell Ryan, Municipal Clerk, provided background information on this issue and advised that a motion was passed at the January 26 meeting of Council approving the Terms of Reference for the CBRM Accessibility Advisory Committee.

The next step is to call for expressions of interest for citizens to serve on the Committee, noting that the Committee must include a minimum of two (2) members of Council.

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.

3. Report on Call for Expressions of Interest - Citizen Representatives on Committees:

Mayor McDougall acknowledged the positive community response to the recent call for expressions of interest for Citizen Representation on Committees, an indicator that the community is engaged and wants to be involved in the democratic process. She thanked those who made an application to become involved in the process.

Ms. Deborah Campbell Ryan, Municipal Clerk, advised that an ad was placed in the Cape Breton Post on January 9, 2021 with postings on the CBRM website and social media, calling for expressions of interest for citizens to serve on various internal and external Committees, with a January 21, 2021 as deadline for submissions.

Continued...

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

The Clerk advised that a total of forty-seven (47) applications were received, which included two late submissions. She recommended that the late submissions not be considered. Four applicants made application to multiple committees and that information was included on the matrix. Current members of the Committees have been noted on the matrix.

The Clerk then reviewed the next steps, which included nominating applicants, manner in which to reference applicants throughout the meeting, and voting on nominations when required. She advised that Deputy Chief Administrative Officer John MacKinnon would assist with the tallying of the votes by private chat.

Ms. Campbell Ryan advised that from this meeting, the recommendation to Council will reference the applicant numbers only and once the citizens have accepted the appointments and any background checks complete, their names will be publicly released at a future meeting of Council.

Police Commission

Three (3) citizens are required for a two-year term. It was noted that past practice has been to appoint one representative from each Division of the Municipality (i.e. Central, East and North).

The Clerk advised that three (3) applications were received from North; 7 from Central and four 4 from East Divisions. Further, notification was received today that one applicant for Central, Candidate #P-8, has withdrawn their application. The Clerk has recommended that the Committee deal one division at a time.

Mayor McDougall opened the floor for Nominations for the North Division Candidate.

Councillor Gordon MacDonald nominated Candidate #P-3
Councillor Steve Gillespie nominated Candidate #P-1

Seeing no other Candidates, Deputy Chief Administrative Officer facilitated the vote with the Committee via secret ballot. Once the votes were cast and tabulated, it was announced that **Candidate #P-1** was the successful **Police Commission, North Division** nomination.

Mayor McDougall opened the floor for Nominations for the Central Division Candidate.

Councillor Eldon MacDonald nominated Candidate #P-6
Councillor Steve Parsons nominated Candidate #P-7
Councillor Glenn Paruch nominated Candidate #P-5

Seeing no other Candidates, Deputy Chief Administrative Officer facilitated the vote with the Committee via secret ballot. Once the votes were cast and tabulated, it was announced that **Candidate #P-6** was the successful **Police Commission, Central Division** nomination.

Mayor McDougall opened the floor for Nominations for the East Division Candidate.

Continued...

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

Councillor Steve Gillespie nominated Candidate #P-11
Councillor Steve Parsons nominated Candidate #P-12

Seeing no other Candidates, Deputy Chief Administrative Officer facilitated the vote with the Committee via secret ballot. Once the votes were cast and tabulated, it was announced that **Candidate #P-11** was the successful **Police Commission, East Division** nomination.

Audit Committee:

The Clerk advised we require 1 position for a two-year term on the Audit Committee, and 3 applications were received.

Mayor McDougall opened the floor for Nominations for the Audit Committee.

Councillor Steve Parsons Nominated Candidate # A-1. Seeing that there were no further nominations, **Candidate # A-1** is acclaimed and would be recommended to Council to serve on the **Audit Committee**.

Diversity Committee:

The Clerk recommended that the applications for the Diversity Committee be addressed at the end of the meeting.

Heritage Advisory Committee:

Ms. Campbell Ryan advised we require three to five positions for a two-year term, and that 8 applications were received. It was noted that updated information for Candidate # H-6 was received.

Mayor McDougall opened the floor for Nominations for the Heritage Advisory Committee.

Councillor Eldon MacDonald nominated Candidate #H-3
Councillor Glenn Paruch nominated Candidate #H-1
Councillor Steve Parsons nominated Candidate #H-2
Councillor Glenn Paruch nominated Candidate #H-4
Councillor Steve Gillespie nominated Candidate #H-5

Motion:

Moved by Councillor Eldon MacDonald, seconded by Councillor Parsons, that nominations for the Heritage Advisory Committee cease.

Motion Carried.

The Clerk advised that the 5 Candidates nominated are **acclaimed** and would be recommended to Council to serve on the **Heritage Advisory Committee**.

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

Cape Breton Regional Library Board:

The Clerk advised that 2 representatives are required for the Regional Library Board and 8 applications have been received.

Mayor McDougall opened the floor for Nominations for the Cape Breton Regional Library Board.

Councillor Steve Parsons nominated Candidate #P-9
Councillor Glenn Paruch nominated Candidate #L-2
Councillor Glenn Paruch nominated Candidate #L-5
Councillor Eldon MacDonald nominated Candidate #L-4
Councillor Gordon MacDonald nominated Candidate #L-1

Seeing no further nominations, the Committee was directed to vote for 2 Candidates. The Deputy Chief Administrative Officer then facilitated the vote. Once the votes were cast and tabulated, it was announced that **Candidate #L-2** and **Candidate #L-5** were successful and will be recommended to Council for appointment to the **Cape Breton Regional Library Board**.

Port of Sydney Development Corporation:

Ms. Deborah Campbell Ryan advised that 1 individual licensed to practice law in the Province of Nova Scotia is required for the Port of Sydney Development Corporation, however 3 were received. The Board also requires that two individuals be appointed with Business and Commerce Expertise. It was noted that 10 applications were received.

Mayor McDougall opened the floor for Nominations for the Port of Sydney Development Corporation with Expertise in Business and Commerce.

Councillor Steve Parsons nominated Candidate #P-7
Councillor Glenn Paruch nominated Candidate #Port-2
Councillor Gordon MacDonald nominated Candidate #Port-4
Councillor Eldon MacDonald nominated Candidate #Port-1
Councillor Steve Gillespie nominated Candidate #Port-3

Councillor Steve Parsons nominated Candidate #Port-4, however that Candidate was already nominated.

Seeing no further nominations, the Committee was directed to vote for 2 Candidates. The Deputy Chief Administrative Officer then facilitated the vote. Once the votes were cast and tabulated, it was announced that there was a three-way tie between Candidates Port-2, Port-4 and P-7.

Continued...

Report on Call for Expressions of Interest - Citizen Representatives on Committees - Port of Sydney Development Corporation (Cont'd):

At this point in the meeting, discussion took place regarding clarification on applicants P-7 and Port-7 noting that Councillor Gillespie thought that P-7 was Port-7. Discussion took place regarding the voting process through Zoom and removing or destruction of ballots.

The Clerk consulted with the Solicitor and then asked how many Committee Members voted for P-7 instead of Port-7; with Councillor Gillespie being the only one. It was suggested by the Solicitor that only Councillor Gillespie resubmit his votes.

Following Councillor Gillespie re-submitting his vote, the Deputy Chief Administrative Officer then counted the votes and announced that Candidates **Port-2 and Port-4** were successful and would be recommended to Council for appointment to the **Port of Sydney Development Corporation** as the representative with **Expertise in Business and Commerce**.

Mayor McDougall opened the floor for Nominations for the Port of Sydney Development Corporation Candidate Licensed to Practice Law in Nova Scotia.

Councillor Steve Gillespie nominated Candidate # Port-9

The Chair called 3 times for any further nominations. Seeing none, Mayor McDougall declared **Candidate #Port-9** as acclaimed and would be recommended to Council for appointment to the **Port of Sydney Development Corporation** as the representative **Licensed to Practice Law in Nova Scotia**.

Diversity Committee

The Clerk explained that 12 positions are required from 8 community stakeholder groups that are listed in the Terms of Reference of the Diversity Committee Governance Policy that is included in the agenda package and noted that 10 applications were received. All stakeholder groups require one representative, with the exception of the Community at Large which requires 3 representatives. There were some applications received for multiple committees including the Diversity Committee. The Clerk advised that no applications were received from the Gay, Lesbian & Transgendered Community, Cape Breton University, or from the Cape Breton-Victoria Regional School Board, and that one individual is required from each sector. The Clerk further advised that representation from these stakeholders can be included with the call for citizens to serve on the Accessibility Advisory Committee. It was also pointed out that the former Cape Breton-Victoria Regional School Board is now the Cape Breton-Victoria Centre for Education and as a housekeeping item, that reference should be corrected for the next time the Diversity Committee Governance Policy is reviewed.

At this point in the meeting, the Clerk pointed out that since the matrix was circulated, updates have been received from D-8, and P-12 and P-14, all of which were originally listed on the Police Commission matrix.

Mayor McDougall polled the Committee, and it was **agreed** to review applications by each stakeholder group for the Diversity Committee.

Continued...

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

The Clerk assisted with the process.

Motion:

Moved by Councillor Eldon MacDonald, seconded by Councillor Steve Parsons, that a recommendation be made to Council to appoint Candidate # D-1 as the African Nova Scotia Community representative and Candidate # D-8 as the Disability Community representative on the Diversity Committee.

Motion Carried.

Motion:

Moved by Councillor Steve Parsons, seconded by Councillor Eldon MacDonald, that a recommendation be made to Council to appoint Candidate # D-2 as the Mental Health Community representative and Candidate # D-4 as the First Nations Community representative on the Diversity Committee.

Motion Carried.

Mayor McDougall opened the floor for Nominations for the Diversity Committee Newcomer Community representative.

Councillor Glenn Paruch nominated Candidate # D-3

The Chair called 3 times for additional nominations. Seeing no additional nominations were put forward, Mayor McDougall advised that **Candidate #D-3** has been acclaimed as the **Diversity Committee Newcomer Community** representative and will be recommended to Council.

Mayor McDougall opened the floor for Nominations for the Diversity Committee Women's Group representative.

Councillor Glenn Paruch nominated Candidate # D-5

The Chair called 3 times for additional nominations. Seeing no additional nominations were put forward, Mayor McDougall advised that **Candidate # D-5** has been acclaimed as the **Diversity Committee Women's Group Community** representative and will be recommended to Council.

Mayor McDougall opened the floor for Nominations for the three Diversity Committee Community Members at Large representatives.

Councillor Steve Gillespie nominated Candidate # D-6
Councillor Gordon MacDonald nominated Candidate # D-7
Councillor Glenn Paruch nominated Candidate # P-12
Councillor Eldon MacDonald nominated Candidate # P-14

Continued...

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

The Deputy Chief Administrative Officer facilitated the vote for the 3 Community at Large representatives for the Diversity Committee.

The Deputy Chief Administrative Officer announced that **Candidate # D-6** and **Candidate # P-12** received the highest number of votes for the **Diversity Committee, Community Member at Large**, and that there is a tie between Candidate # D-7 and Candidate # P-14.

At this point in the meeting, the Clerk asked the Committee to vote for one candidate, either Candidate # D-7 or Candidate # P-14.

Following the addition of the votes, the Deputy Chief Administrative Officer announced that **Candidate # P-14** was successful and will be recommended to Council along with D-6 and P-12 as the **Diversity Committee, Community Members at Large**.

The Clerk then asked for a motion regarding the vacancies on the Diversity Committee.

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 a 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.

At this point in the meeting, the Clerk asked for a motion to refer all recommendations to Council and noted that applications will be referred by candidate number. It is anticipated that this report will be going to the February 23 meeting of Council.

In response to a question by Mayor McDougall, the Clerk advised that all unsuccessful candidates will be notified, however not until after all successful candidates have been contacted, in the event that a successful candidate changes their mind to avoid having to readvertise.

Continued...

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

Motion:

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

- **CBRM Board of Police Commissioners:**
 - Candidate # P-1 - North Division
 - Candidate # P-6 - Central Division
 - Candidate # P-11 - East Division
- **Audit Committee:**
 - Candidate #A-1
- **Heritage Advisory Committee:**
 - Candidate # H-1
 - Candidate # H-2
 - Candidate # H-3
 - Candidate # H-4
 - Candidate # H-5
- **Cape Breton Regional Library Board:**
 - Candidate # L-2
 - Candidate # L-5
- **Port of Sydney Development Corporation**
 - *Individuals with Business and Commerce Expertise:*
 - Candidate # Port-2
 - Candidate # Port-4
 - *Licensed to Practice Law:*
 - Candidate # Port-9
- **Diversity Committee:**
 - *African Nova Scotia Community*
 - Candidate # D-1
 - *Disability Community*
 - Candidate # D-8
 - *Mental Health Community*
 - Candidate # D-2
 - *First Nations Community*
 - Candidate # D-4
 - *Newcomer Community*
 - Candidate # D-3
 - *Women's Group Community*
 - Candidate # D-5
 - *Community Member at Large:*
 - Candidate # D-6
 - Candidate # P-12
 - Candidate # P-14

Motion Carried.

Continued...

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

Motion:

Moved by Councillor Eldon MacDonald, seconded by Councillor Steve Parsons, that the Clerk be instructed to destroy all electronic ballots.

Discussion:

Councillor Gordon MacDonald recognized at this point in the meeting that the list of candidates in the matrix were exceptional and that he believes that no one should feel that they have been left out. It was a very difficult decision-making process to go through, especially with the exceptional quality of the candidates that put their names forward as everyone is very deserving.

Mayor McDougall advised that there have never been more applications for Citizen Appointments to Committees and Boards and that speaks volumes about our community. She expressed thanks to all those who took the time to participate in the process, showing passion and dedication to the community.

Motion Carried.

Adjournment 5:37 p.m.

Mayor Amanda M. McDougall

/slm

**Deborah Campbell Ryan
Municipal Clerk**