

Cape Breton Regional Municipality

**Nominating Committee
Minutes**

**Tuesday,
May 11, 2021
10:06 a.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
Kirk Durning, Manager of Recreation
Sharon MacSween, Recording Secretary

Absent:

N/A

Summary of Decisions

1. Approval of Minutes:

Motion to approve the February 9, 2021 Nominating Committee Minutes. **Carried.**

2. Approval of Agenda:

Motion to approve the May 11, 2021 Nominating Committee Agenda as circulated. **Carried.**

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

Motion that a recommendation be made to Council to appoint the following eight (8) citizens to the Accessibility Advisory Committee:

- Candidate #1
- Candidate #2
- Candidate #3
- Candidate #4
- Candidate #5
- Candidate #6
- Candidate #7
- Candidate #8

Carried.

Motion that a recommendation be made to Council to appoint Councillor Cyril MacDonald and Councillor Steve Gillespie as the two Council representatives on the Accessibility Advisory Committee. **Carried.**

Motion that a recommendation be made to Council to appoint Candidate #10 to the Diversity Committee as the Gay, Lesbian and Transgendered Community representative. **Carried.**

Motion 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 one from the Cape Breton-Victoria Regional Centre for Education); and the three representatives for the Cape Breton Island Housing Authority Board. **Carried.**

Continued...

Summary of Decisions (Cont'd):

3. Port of Sydney Development Corporation – Board Vacancies

Motion that the Clerk be directed to reach out to all citizens who recently applied for the Port of Sydney Development Corporation (PSDC) Board, but were not successful, asking if they want to re-offer to serve on the PSDC Board as a representative with a professional engineering designation and a representative with marketing expertise. **Carried.**

Motion that in the event the recent applicants do not re-offer and/or do not have the required expertise in the engineering and marketing fields, the Clerk be authorized to place the required advertisements for these vacancies on the Board without the requirement to bring the matter back to the Nominating Committee. **Carried.**

ADJOURNMENT

Roll Call

1. Approval of Minutes:

Motion:

Moved by Councillor Parsons, seconded by Councillor Gordon MacDonald, approval of the Nominating Committee from:

➤ **February 9, 2021**

Motion Carried.

2. Approval of Agenda:

Motion:

Moved by Councillor Parsons, seconded by Councillor Gillespie, approval of the May 11, 2021 Nominating Committee agenda as circulated.

Motion Carried.

3. 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 the public advertisement for expressions of interest and the application deadline. The Clerk then reviewed the Committee requirements and submissions.

a) Accessibility Advisory Committee:

Mayor McDougall opened the floor for nominations Accessibility Advisory Committee

Councillor Gillespie noted that up to 8 citizens are required and 8 people have applied. The following motion was then put forward.

Motion:

Moved by Councillor Gillespie, seconded by Councillor Parsons, that a recommendation be made to Council to appoint the following eight (8) citizens to the Accessibility Advisory Committee:

- Candidate #1
- Candidate #2
- Candidate #3
- Candidate #4
- Candidate #5
- Candidate #6
- Candidate #7
- Candidate #8

Motion Carried.

Continued...

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

Accessibility Advisory Committee (Cont'd)

It was noted that after polling Council, Councillor Cyril MacDonald and Councillor Steve Gillespie put their names forward to serve on the Accessibility Committee.

Motion:

Moved by Councillor Gordon MacDonald, seconded by Councillor Paruch, that a recommendation be made to Council to appoint Councillor Cyril MacDonald and Councillor Steve Gillespie as the two Council representatives on the Accessibility Advisory Committee.

Motion Carried.

b) Diversity Committee:

Councillor Parsons nominated Candidate #5 to serve on Diversity Committee as the Gay, Lesbian and Transgender Community representative. The Clerk asked for clarification on Councillor Parsons' nomination as Candidate #5 was listed for the Accessibility Advisory Committee. Councillor Parsons clarified that he wanted to nominate Candidate #10 to serve on the Diversity Committee as the Gay, Lesbian and Transgendered Community representative.

Motion:

Moved by Councillor Parsons, seconded by Councillor Gordon MacDonald, that a recommendation be made to Council to appoint Candidate #10 to the Diversity Committee as the Gay, Lesbian and Transgendered Community representative.

Discussion:

Clarification was provided by the Clerk regarding the Candidate number in the matrix package circulated.

Motion Carried.

The Clerk advised that the next advertisement for expressions of interest will be the third call for a representative from Cape Breton University and one from the Cape Breton-Victoria Regional Centre for Education.

Point of Information

Mayor McDougall raised a Point of Information and inquired if the Diversity Committee is able moved forward without representation from Cape Breton University; and from the Cape Breton-Victoria Regional Centre for Education. The Clerk indicated that it was her understanding that the Committee has sufficient representation in terms of quorum to move forward, noting that it was also her understanding that the Diversity Committee plans to develop on new Terms of Reference and Mandate.

Continued...

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

c) Cape Breton Island Housing Authority Board:

Mayor McDougall noted that the one person who applied to serve on the Cape Breton Island Housing Authority Board is not eligible as they are an employee, and suggested that Committee members reach out to anyone they may know who may be interested in serving on this Board.

Motion:

Moved by Councillor Gillespie, seconded by Councillor Parsons, 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 one from the Cape Breton-Victoria Regional Centre for Education); and the three representatives for the Cape Breton Island Housing Authority Board.

Motion Carried.

4. Port of Sydney Development Corporation – Board Vacancies:

The Clerk reviewed her Memo, noting that on March 24, 2021, Marlene Usher, CEO of the Port of Sydney Development Corporation, advised that two Board members had resigned, namely Troy Hulme, representing the engineering sector, and Glenn Murrant, representing the marketing sector.

Deborah Campbell Ryan advised that in January of this year, there was a call for applicants for the PSDC at that time. Of those who were not successful in that process, there may be citizens who meet the criteria required for these two vacant positions. A Matrix of those applicants was provided.

The Clerk noted that should the Committee want to consider reaching out to those citizens who were not successful in that previous call for volunteers to 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 the citizens 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.

After the Report was received, the following was discussed:

- Selection process for the vacancies
- If anyone was contacted at this point regarding the vacancies
- Perception of favoritism in selecting individuals from the earlier list
- Willingness of previous applicants to allow their names to stand
- Qualifications and experience required by citizens appointees
- Recent correspondence received regarding PSDC Board of Directors resignations
- Direction required from the Committee

Continued...

Port of Sydney Development Corporation – Board Vacancies (Cont’d):

Motion:

Moved by Councillor Paruch, seconded by Councillor Parsons, that the Clerk be directed to reach out to all citizens who recently applied for the Port of Sydney Development Corporation (PSDC) Board, but were not successful, asking if they want to re-offer to serve on the PSDC Board as a representative with a professional engineering designation and a representative with marketing expertise.

Discussion:

It was clarified that the Clerk would only contact those citizens who submitted applications in January of this year to serve on the PSDC Board and that it would not be open to the public at this time.

The following was also discussed:

- Role of the Nominating Committee members and selection process
- Qualification criteria and synergies of experience
- Public notice
- PSDC Articles of Association outline the qualification requirements for Board members
- Recent PSDC Board resignations

Motion Carried.

After Committee discussion, the following motion was put forward:

Motion:

Moved by Councillor Gordon MacDonald, seconded by Councillor Gillespie, that in the event the recent applicants do not re-offer and/or do not have the required expertise in the engineering and marketing fields, the Clerk be authorized to place the required advertisements for these vacancies on the Board without the requirement to bring the matter back to the Nominating Committee.

Motion Carried.

Councillor Gillespie advised that he had previously reached out to CBU Students' Union and Faculty for representation on the Diversity Committee. Councillor Parsons advised he will reach out to his contacts at Cape Breton-Victoria Regional Centre for Education regarding the vacancy. Mayor McDougall indicated that she is scheduled to meet with CBU and will bring the representation vacancy on Diversity Committee up in that conversation.

Mayor McDougall commended staff with the ongoing efforts made to fill vacancies on Committees and Boards.

Adjournment 10:57 a.m.

Mayor Amanda M. McDougall

/slm

**Deborah Campbell Ryan
Municipal Clerk**