

CBRM Nominating Committee

Agenda

Tuesday, April 24, 2018

(immediately following In Camera Session)

**Council Chambers
City Hall
320 Esplanade
Sydney, N.S.**

Committee Members:

**Mayor Cecil P. Clarke
Councillor Clarence Prince
Councillor Ray Paruch
Councillor Amanda McDougall
Councillor Darren Bruckschwaiger
Councillor Kendra Coombes**

Cape Breton Regional Municipality

Nominating Committee

Tuesday, April 24, 2018

(Immediately following In Camera Session)

AGENDA ITEMS

Roll Call

1. **Approval of Minutes:** (Previously Distributed)
 - February 27, 2018
 2. **Citizen Appointment Requirements:** Deborah Campbell Ryan, Municipal Clerk
 - a) **Port of Sydney Development Corporation – Board Vacancies:**
(See page 3)
 - b) **Heritage Advisory Committee – Vacancy:** (See page 5)
 - c) **Response to Call for Expressions of Interest – Citizen Representatives
on Audit Committee & Diversity Committee:** (See page 9)
- Note:** List of current Citizen Appointments attached (See page 11)

Adjournment



M·E·M·O

320 Esplanade

Sydney, Nova Scotia, B1P 7B9

902-563-5010

To: Mayor Cecil P. Clarke & Members of the Nominating Committee
From: Deborah Campbell Ryan, Municipal Clerk
Date: April 18, 2018
Subject: Port of Sydney Development Corporation (PSDC) – Board Vacancies

Attached is a letter received from the Chair of the Governance Committee for the PSDC dated March 29, 2018, advising that two of their Board members submitted their resignations effective immediately, namely John Strasser, representing marketing (one year left of his term); and Elizabeth Brunet, representing business and commerce (two years left of her term).

Section 5.05 of the Articles of Association for the PSDC state that the appointment of a Director shall be effected by a duly authorized resolution of the Council of the Cape Breton Regional Municipality.

Staff Recommendation:

That staff be directed to call for expressions of interest to fill the two vacancies on the PSDC Board for the balance of the said terms; one with expertise in Marketing, and one with expertise in Business and Commerce, and that the report on same be presented to the Nominating Committee for recommendation to Council.

ORIGINAL SIGNED BY

Deborah Campbell Ryan
Municipal Clerk

Attachment

March 29, 2018

Mayor Cecil Clarke
320 Esplanade
Sydney, NS
B1P 7B9

COPY

Dear Mayor Clarke,

As per section 5.05 of the articles of association for the Port of Sydney Development Corporation, appointments of Directors shall be put in effect by a duly authorized resolution of the council of Cape Breton Regional Municipality.

Recently two of our Board members submitted their resignation; John Strasser, representing marketing has one year left in his term and Elizabeth Brunet representing business and commerce has two years left in her term. These resignations are effective immediately.

Please advise us when these two new appointments are complete.

Sincerely,

Original Signed by

John Khattar
Chair, Governance Committee

Cc Jerry Gillis, Chair, Port of Sydney Development Corporation Board
Cc Marlene Usher, CEO, Port of Sydney Development Corporation
Cc Deborah Campbell, Municipal Clerk, CBRM



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320 Esplanade

Sydney, Nova Scotia, B1P 7B9

902-563-5010

To: Mayor Cecil P. Clarke & Members of the Nominating Committee
From: Deborah Campbell Ryan, Municipal Clerk
Date: April 18, 2018
Subject: Heritage Advisory Committee – Vacancy

Attached is a copy of an email received from the Eleanor Anderson, Citizen Appointee on the Heritage Advisory Committee (HAC), on April 9, 2018 advising that, effective immediately, she was resigning from the HAC. There is one year remaining of her two year term.

Currently there are three Council members and three additional citizens on the HAC, namely:

Council:

1. Councillor Clarence Prince
2. Deputy Mayor Eldon MacDonald
3. Councillor Kendra Coombes

Citizens:

1. Vanessa Childs Rolls
2. Neal MacDonald
3. Spyro Trifos
4. *Vacant*

Attached are the relevant sections of the Heritage Property By-Law. Section 3(1) of the By-Law states that the HAC is composed of a minimum of seven and a maximum of ten members for a term of two years. Section 3(2) states that at least two members of the Committee shall be members of Council, and at least three but no more than seven shall be citizens (i.e. members of local historical societies or have a demonstrated concern for the preservation of historic buildings.)

As outlined above, there are six members remaining on the HAC after Ms. Anderson's resignation. However we have sufficient numbers of Council members and citizens, but require either one more Council member or one more citizen.

Continued...

Options:

1. Appoint a Council member to fill the vacancy.
2. Direct staff to call for expressions of interest for a citizen to fill the vacancy for the balance of Ms. Anderson's term.

Staff Recommendation:

Because we will be issuing an advertisement for citizen representatives on other committees, it is recommended that the Nominating Committee direct staff to call for Expressions of Interest for a CBRM citizen representative to serve on the Heritage Advisory Committee for the balance of Ms. Anderson's two year term, in accordance with the Heritage Property By-law.

However should we not receive any applications, it will be staff's recommendation that Council appoint another Council member to the Heritage Advisory Committee.

ORIGINAL SIGNED BY

Deborah Campbell Ryan
Municipal Clerk

Attachments

From: Eleanor Anderson
Sent: April-09-18 10:50 AM
To: Deborah Campbell Ryan
Cc: Rick McCready; 'Vanessa Childs Rolls
Subject: Heritage Advisory Committee

Dear Ms. Ryan,

This email serves as official notice of my resignation from the CBRM Heritage Advisory Committee, effective immediately.

It has been my pleasure to serve as a citizen appointee for the last few years. The work of this committee is valuable to our community and I appreciate the commitment its members have shown over the years.

Sincerely,

Eleanor L. Anderson

CAPE BRETON REGIONAL MUNICIPALITY

Bylaw C3

HERITAGE PROPERTY

1. In this Bylaw:
 - (a) "Council" means the Council of the Cape Breton Regional Municipality;
 - (b) "Clerk" means the Clerk of the Cape Breton Regional Municipality;
 - (c) "Act" means the *Heritage Property Act*;
 - (d) "Committee" means the Heritage Advisory Committee, established pursuant to the *Heritage Property Act* and this Bylaw;
 - (e) "Regional Municipality" means the Cape Breton Regional Municipality.
3.
 - (1) The Heritage Advisory Committee is composed of a minimum of seven and a maximum of ten members appointed by Council for a term of two years.
 - (2) At least two members of the Committee shall be members of the Council and at least three but no more than seven members shall be members of local historical societies or individuals who have in the opinion of the Council otherwise demonstrated active concern for the preservation of buildings of historic significance.
 - (3) The Committee has the powers and duties of a Heritage Advisory Committee pursuant to the Act.
 - (4) The Committee shall be governed, where not inconsistent with the Act or this Bylaw, by the general rules of procedure applicable to committees as contained in the Bylaws of the Regional Municipality.
4. The Clerk shall establish and maintain at the business office of the Regional Municipality, a Registry of Heritage Property, where all prescribed documents relating to the registration of Heritage Property pursuant to the Act or this Bylaw shall be filed. The registry shall:

M·E·M·O

320 Esplanade

Sydney, Nova Scotia, B1P 7B9

902-563-5010

To: Mayor Cecil P. Clarke & the Nominating Committee
From: Deborah Campbell Ryan, Municipal Clerk
Date: April 18, 2018
Subject: Response to Call for Expressions of Interest for
– Citizen Representatives on Audit Committee & Diversity Committee

As directed by Council at the March 7, 2018 meeting, an advertisement was placed in the local newspaper, on the CBRM website, and on social media calling for expressions of interest from citizens for positions on the CBRM Audit Committee, Diversity Committee, Viability Study Steering Committee and the Cape Breton Regional Library Board, the deadline for which was 4:00 p.m. on Thursday, March 29, 2018 (copy of advertisement attached).

In response, we received a total of seventeen (17) applications, the breakdown of which is as follows:

- a) Audit Committee – *no submissions were received*
- b) Diversity Committee – eight (8), including one late submission
- c) Viability Study Steering Committee - four (4) submissions
- d) Cape Breton Regional Library Board – five (5) submissions

Due to the personal and confidential nature of the information contained in the applications, they will be reviewed by the Nominating Committee at an In Camera meeting, with recommendations to be made to Council at a later date.

However, with respect to the Audit and Diversity Committees, we did not receive sufficient applications to fill the vacant positions.

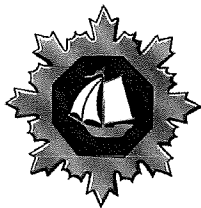
Recommendation:

That staff be directed to re-advertise for citizens to serve on the CBRM Audit Committee and CBRM Diversity Committee, noting the sectors with vacancies for the Diversity Committee.

ORIGINAL SIGNED BY

Deborah Campbell Ryan
Municipal Clerk

Attachment



Cape Breton Regional Municipality

Citizen Representation on Committees Call for Expressions of Interest

The Council of the Cape Breton Regional Municipality requires, from time to time, the services of citizens who would be willing to serve as volunteer members on various Committees of Council, or exterior Committees to which CBRM appoints Citizens.

Currently there are vacancies on the following Committees:

- **CBRM Audit Committee**
- **CBRM Diversity Committee**
- **CBRM Viability Study Steering Committee**
- **Cape Breton Regional Library Board**

* **Please Note:** The Terms of Reference/Roles for these Committees can be found on the CBRM website: <http://cbrm.ns.ca/clerks-department.html>

Residents of the Cape Breton Regional Municipality who are interested in serving on these Committees should forward a letter of application, together with a Resume, noting qualifications and experience in their related field, by **4:00 p.m. on Thursday, March 29, 2018** to:

Deborah Campbell Ryan, Municipal Clerk
Cape Breton Regional Municipality
City Hall - 320 Esplanade, Suite 405
Sydney, NS B1P 7B9

Or Fax it to: 902-564-0481

Or Email: ClerksOffice@cbrm.ns.ca

Please note that these appointments to Committees are volunteer positions.

Signed: Deborah Campbell Ryan
Municipal Clerk

Cape Breton Post
Sydney Section (**C3 or D4**) or as required
Wednesday, March 14, 2018 and
Saturday, March 24, 2018

CBRM Website; Facebook; Twitter – *link to roles and ToR*

2017 CBRM Citizen Appointments:

<u>Board of Police Commissioners</u> (3 Councillors + 3 Citizens + 1 Prov. Appointee) <u>Citizens:</u> (2-year Term extended to Oct. 31, 2018) 1. Nadine Bernard (Central Division) 2. Dale Deering-Bert (East Division) 3. Joseph Meany (North Division) Provincial Appointee: Joseph Gillis (appointed Sept. 28, 2017 – 3 year term)	<u>Cape Breton Regional Library Board</u> (3 Councillors + 2 Citizens) <u>Citizens</u> (Appointed Mar. 29/17 – 2 year term) 1. Neeta Kumar-Britten 2. Vacant
<u>Heritage Advisory Committee</u> (2 Councillors [min.] + 3-7 Citizens) Min. 7 & Max. 10 members in total <u>Council:</u> 1. Coun. Clarence Prince 2. Deputy Mayor Eldon MacDonald 3. Coun. Kendra Coombes <u>Citizens:</u> (Appointed Mar. 29/17 – 2 year term) 1. Vanessa Childs Rolls 2. Neal MacDonald 3. Spyro Trifos 4. Vacant	<u>Diversity Committee</u> 12 citizens from various community sectors required.
<u>Audit Committee</u> (Deputy Mayor + 4 Councillors + 2 citizens) Members) 2 citizens required	<u>Viability Study Steering Committee</u> - Councillors appointed March 7, 2018 - 2 citizens required
<u>Port of Sydney Development Corp. Board of Directors</u> (<i>Appointed March 29, 2017</i>) <u>Business & Commerce</u> Mr. Owen Fitzgerald Mr. Jerry Gillis× Vacancy <u>Professional Engineering Designation</u> Ms. M. Lucia MacIsaac <u>Marketing Expertise:</u> Vacancy <u>Professional Accounting Designation</u> Mr. John Anderson× <u>Licensed to Practice Law in Nova Scotia:</u> Mr. John G. Khattar × One term extension – March 7, 2018	

April 18, 2018

