


**Administrative Standing Committee**

May 17, 2011

**TO:** Chair and Members of the Administrative Standing Committee

**SUBMITTED BY:**

  
Cathy J. Mellett, Municipal Clerk

**DATE:** May 10, 2011

**SUBJECT:** Improvements to Boards and Committees Application Form

---

---

**INFORMATION REPORT**

**ORIGIN**

The request of the Community Planning & Economic Development Standing Committee that the Administrative Standing Committee consider improvements to the Volunteer Recruitment form for Boards & Committees of Council

**BACKGROUND**

HRM has had an on-line recruitment form for making application to Boards and Committees of Council since 1996.

While the application form has served the purpose the print version was extremely hard to read. There was also a requirement to update the form to better reflect the proposed Public Appointments Policy, privacy legislation and general usability. There was no one identifying graphic design that could be used for ads or materials related to Boards and Committees of Council.

Working on these improvements fit well with the adoption of the Public Appointments Policy requested by members of Regional Council so was undertaken by the Clerk's office.

## **DISCUSSION**

Working with BPIM's ICT Services the on-line form has been revised and updated. The new form ask for more information to assist the HRM nominating bodies (Standing Committees, Community Council and Regional Council) in reviewing application and is much clearer when it is printed. In addition a new graphic has been created by Marketing Services for the Council Boards and Committees web page and will used in the advertising related to Council Boards and Committees.

## **BUDGET IMPLICATIONS**

There are no budget implications to the changes made on the Volunteer form on in utilizing the new Council Boards and Committees graphic. Work was done in house by HRM Services.

---

## **FINANCIAL MANAGEMENT POLICIES / BUSINESS PLAN**

This report complies with the Municipality's Multi-Year Financial Strategy, the approved Operating, Project and Reserve budgets, policies and procedures regarding withdrawals from the utilization of Project and Operating reserves, as well as any relevant legislation.

## **COMMUNITY ENGAGEMENT**

The changes are being made to enhance the usability of the on-line form and standardize the graphic used in encouraging residents to volunteer for Boards and Committees of Council.

## **ATTACHMENTS**

None

---

A copy of this report can be obtained online at <http://www.halifax.ca/commcoun/cc.html> then choose the appropriate Community Council and meeting date, or by contacting the Office of the Municipal Clerk at 490-4210, or Fax 490-4208.

Report Prepared by: Cathy J. Mellett, Municipal Clerk Ph. (902) 490-6456 email: [melletc@halifax.ca](mailto:melletc@halifax.ca)

---

# Printed Board & Committee Application – Test Sample

## Clerks Office - Boards & Committees Volunteer Application

---

**From:**  
**To:**  
**Date:** 5/10/2011 10:56 AM  
**Subject:** Boards & Committees Volunteer Application

---

<b>00)Form Name</b>	Boards & Committees Volunteer Application Form
<b>01)Name</b>	Gian Pompilio
<b>02)Address1</b>	Duke Tower
<b>03)Address2</b>	4th Floor
<b>04)City</b>	Halifax
<b>05)Postal Code</b>	A1B2C3
<b>06)Phone</b>	902-232-4567
<b>07)Fax</b>	902-563-8596
<b>08)Email</b>	pompilg@halifax.ca
<b>09)Website</b>	
<b>10)Re-Offering</b>	Yes
<b>11)Re-Offering for Committee</b>	The best committee available
<b>12)First Choice</b>	first choice
<b>13)Reason</b>	Quis aute'm vel eum iure reprehenderit qui in ea voluptate velit esse quam nihil molestiae consequatur, vel illum qui dolorem eum fugiat quo voluptas nulla pariatur
<b>14)Second Choice</b>	
<b>15)Reason</b>	
<b>16)Third Choice</b>	
<b>17)Reason</b>	

<b>18)Skills</b>	Quis aute'm vel eum iure reprehenderit qui in ea voluptate velit esse quam nihil molestiae consequatur, vel illum qui dolorem eum fugiat quo voluptas nulla pariatur
<b>19)Expertise</b>	Quis aute'm vel eum iure reprehenderit qui in ea voluptate velit esse quam nihil molestiae consequatur, vel illum qui dolorem eum fugiat quo voluptas nulla pariatur
<b>20)AdHoc Contribution</b>	Yes
<b>21)Rank</b>	1
<b>22)Long Term Contribution</b>	Yes
<b>23)Rank</b>	2
<b>24)Other Contribution</b>	Yes
<b>25)Other Description</b>	Think Tank
<b>26)Rank</b>	3
<b>27)Aboriginal Person</b>	Yes
<b>28)Black Person</b>	No
<b>29)Women</b>	No
<b>30)Visible Minority</b>	Yes
<b>31)Person With Disability</b>	No
<b>32)Place On Future Selection List</b>	Yes
<b>33)Assignable To Another Position</b>	Yes
<b>34)Also Interested in Committees</b>	Yes
<b>35)Rank</b>	1
<b>36)Also Interested in AdHoc Groups</b>	Yes
<b>37)Rank</b>	2
<b>38)Also Interested in Focus Groups</b>	Yes
<b>39)Rank</b>	3
<b>40)Also Interested in Public Consultations</b>	Yes
<b>41)Rank</b>	4