




P.O. Box 1749
Halifax, Nova Scotia
B3J 3A5 Canada

Information Item No. 2
Executive Standing Committee
August 10, 2015

TO: Mayor Savage and Members of the Executive Standing Committee

ORIGINAL SIGNED

SUBMITTED BY: 
Maggie Macdonald, Managing Director, Government Relations and External Affairs

DATE: August 5, 2015

SUBJECT: Recruitment - Halifax Convention Centre Board

INFORMATION REPORT

ORIGIN

Follow up to Halifax Convention Centre Update, an Information Report to the May 26, 2015 Regional Council meeting.

LEGISLATIVE AUTHORITY

Halifax Convention Centre Act, CHAPTER 8 OF THE ACTS OF 2014

Public Appointment Policy - Governing citizen appointments to HRM Agencies, Boards, Committees and Commissions and to External Bodies, adopted by Regional Council on August 2, 2011 and revised on March 27, 2012, July 23, 2013 and April 15, 2014

<http://www.halifax.ca/boardscom/documents/citizenrecruitmentpolicy.pdf>

Administrative Order No. 1 – Schedule 5

Terms of Reference of the Executive Standing Committee

4. Membership Selection

The Executive Standing Committee shall act as the Membership Selection Committee of the Council with a mandate to function as the nomination committee for appointment to Boards and Committees, including at large nomination to Standing Committees, except as delegated to other Standing Committees by the Council.

BACKGROUND

As outlined in the report to Regional Council dated May 26, 2015 the Nova Scotia legislature passed the Halifax Convention Centre Act in May 2014. The Act has not yet been proclaimed, but proclamation is expected in the fall of 2015. At that time, the "First Board" consisting of the Deputy Minister of the Department of Business and the Chief Administrative Officer of HRM will begin to exercise the powers of the Corporation.

The *Halifax Convention Centre Act* provides for the following in respect of appointments made to the Board of Directors of the Halifax Convention Centre Corporation:

"6 The management and control of the affairs of the Corporation is vested in a Board of Directors and the Board may, subject to this Act, exercise the powers of the Corporation.

7(1) The first Board consists of

- (a) the Deputy Minister; and
- (b) the Chief Administrative Officer.

(2) The Deputy Minister is the chair of the first Board and remains as the Chair until a Chair is elected pursuant to Section 13.

8(1) Subject to Section 7, the Board consists of

- (a) up to four members appointed by the Governor in Council;
- (b) up to four members appointed by the Council;
- (c) the Deputy Minister; and
- (d) the Chief Administrative Officer.

The Province has commenced the recruitment process for Provincial appointments to the Board with the expectation that the full board will assume its duties in the spring of 2016. The Clerk's Office intends to shortly commence the advertising and recruitment process, as provided for under the Public Appointment process adopted by Regional Council, to enable the eventual appointment of the four (4) members to be appointed by Regional Council.

Under the terms of reference adopted by Regional Council the Executive Committee serves as the nominating body for appointments to Boards and Committees not otherwise delegated by Council.

In keeping with the direction of Regional Council it is expected that the nomination and appointment process will take advantage of the full recruitment process available under the Public Appointment Policy.

FINANCIAL IMPLICATIONS

There are no financial implications to this report not contained in the current operating budget.

COMMUNITY ENGAGEMENT

The Public Appointment policy adopted by Regional Council provides a guide to ensure transparency, consistency, integrity and fairness in administering the process and provides information about how the process works for those residents of the municipality who are interested in applying to serve.

ENVIRONMENTAL IMPLICATIONS

None

ATTACHMENTS

A - Board Profile – Halifax Convention Centre Board

A copy of this report can be obtained online at <http://www.halifax.ca/council/agendasc/cagenda.php> then choose the appropriate meeting date, or by contacting the Office of the Municipal Clerk at 902.490.4210, or Fax 902.490.4208.

Report Prepared by: Chris Bryant, Senior Advisor, GREA, 902.490.3729

Attachment A

Board Position Profile – Halifax Convention Centre (HCC)

1	Statute	Halifax Convention Centre Act (Passed but not yet proclaimed)
2	Purpose	<p>The object of the Corporation is to operate, maintain and manage the activities of the HCC in a manner that promotes and develops economic development, tourism and industry in the Province generally, and Halifax in particular, in accordance with strategic directions established by the Board and approved by the Chief Administrative Officer (CAO) and the Minister.</p> <p>The object of the Corporation includes other activities as approved by the CAO and the Minister.</p>
3	Functions	The management and control of the affairs of the Corporation is vested in a Board of Directors and the Board may, subject to the Act, exercise the powers of the Corporation.
4	Composition	<p>Board shall consist of up to ten members appointed as follows:</p> <ul style="list-style-type: none"> (a) The Governor in Council shall appoint up to four members; (b) Regional Council shall appoint up to four members; (c) the Deputy Minister; and (d) the CAO, Halifax. <p>The members of the Board appointed under clauses (a) and (b) hold office for a term not exceeding four years.</p> <p>In making the appointments to the Board, the Governor in Council and the Council shall take into consideration expertise, competency and other factors as may be set out in the by-laws.</p> <p>No person, other than the Deputy Minister (DM) or the CAO, may be a member of the Board for more than two consecutive terms.</p> <p>The Board shall elect a Chair for a term not exceeding two years. The Chair may serve no more than two consecutive terms.</p> <p>The Board may elect a Vice-chair for a term not exceeding one year. The Vice-chair may serve no more than three consecutive terms.</p>
5	Formal Qualifications	<p>The following persons are disqualified from being members of the Board:</p> <ul style="list-style-type: none"> (a) a person under nineteen years of age; (b) a person found by a court in Canada or elsewhere to be of unsound mind; (c) an undischarged bankrupt; (d) a member, at any time in the preceding 10 years, of the Parliament of Canada or the legislature of a province of Canada; (e) a member, at any time in the preceding 10 years, of a municipal council in Canada. <p>A person who becomes disqualified to be a member of the Board ceases to be a member of the Board.</p>
6	Work & Experience Requirements	<p>All Board members are expected to have:</p> <p><u>Strategic Thinking:</u> Visionary and capable of addressing alternative futures Ability to grasp the big picture and go beyond single-event decisions Ability to consider the interests of Halifax and the Nova Scotia economy Ability to think independently</p>

		<p><u>Decision Making:</u> Comfortable with the responsible use of authority in a Board environment Professional insight and understanding of emerging risks and opportunities</p> <p><u>Analytical Understanding:</u> Ability to read and assess financial statements, and market intelligence Ability to understand challenging business, market and economic issues</p> <p><u>Professional Experience:</u> Leaders in their industry or community or sector Understanding of strategic planning</p> <p><u>Personal Attributes:</u> Demonstrated high ethical standards and integrity High level of commitment and interest in the organization and its success No conflicts of interest Capable of impacting and influencing Respectful of multi-stakeholder environment Desire to contribute to the success of the Halifax Convention Centre and leverage opportunities for the whole of Nova Scotia Ability to work as part of a group -- persuasive, assertive and flexible Ability to assess and challenge management recommendations Strong interpersonal skills / relationship building Strong oral communication and listening skills Commitment to attend meetings (estimated to be monthly board meetings plus phone or other meetings as required)</p>
7	Skills Required	<p>The Board will have a combination of the following among the members:</p> <p><u>Experience:</u> General business experience, entrepreneur Financial and Accounting Legal / Board Governance Marketing / Communications Human Resources Project Management / Event Management Technology Management</p> <p>Demographic Representation of Industry and Community: Demographic (Diversity and Age) Geographic (Regional representation) Industry - Tourism</p>
8	Term of Appointment	<p>Terms are not to exceed four year appointments; some appointments may be for less than four years to ensure board continuity. The term of appointment does not apply to the CAO and the Deputy Minister.</p>
9	Remuneration	<p>Entitlement of remuneration and expenses will be set by the Board; the Board shall consider policies of the Municipality and the Government of the Province. The CAO and the DM are not entitled to remuneration.</p>
10	Time Commitment	<p>Five hours per month</p>