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PO Box 1749  
Halifax, Nova Scotia  
B3J 3A5 Canada

**Halifax Regional Council**  
**April 4, 2006**

**TO:** Mayor Kelly and Members of Halifax Regional Council

**SUBMITTED BY:**

  
\_\_\_\_\_  
Geri Kaiser, Deputy Chief Administrative Officer

**DATE:** March 1, 2006

**SUBJECT:** Representation on HRM Boards, Committees and Commissions

### **INFORMATION REPORT**

#### **ORIGIN**

At the November 8, 2005 Regional Council, Councillor Snow requested that staff outline the practice and experience of trying to achieve broad community representation and gender balance on Halifax Regional Municipalities's (HRM) Boards, Committees and Commissions.

## **BACKGROUND/DISCUSSION**

Within HRM, there are currently 56 Boards, Committees and Commissions serving in an advisory capacity to Regional Council(see Attachment A). Recruitment of citizens to HRM Boards and Committees and Commissions occurs annually as vacancies occur as a result of staggered terms for citizen appointments. Overall the Municipal Clerk's Office receives an excellent response from HRM citizens for an opportunity to serve on Boards, Committees and Commissions and most often have more applicants than vacancies.

### **Current Recruitment Process**

Each year the Municipal Clerk's Office undertakes an information and recruitment process as follows:

- HRM places advertisements within the two daily metro newspapers and on the HRM website inviting the public to apply for vacant positions. Attachment B is a copy of an advertisement used by the Clerk's Office and all such advertisements state the following:
  - *All citizens interested in volunteering as members of the following boards, committees and commissions are invited to complete and submit an application form. Regional Council will ensure whenever possible, that appointments reflect the diversity of the community.*
  - *Members of racially visible groups, women, persons with disabilities, aboriginal persons, and all other citizens are encouraged to apply. Applicants must be residents of the Halifax Regional Municipality.*
  - *All Applications will remain on file and be considered for vacancies that may occur through the calendar year.*
- All Boards, Committees, and Commissions are listed on the HRM website with information on terms of reference and/or current membership, etc. Additional information can also be obtained from the Municipal Clerk's Office (such as all available vacancies).
- Volunteer Application forms are available on the HRM website (may be completed on line) and from the Municipal Clerk's Office (including Brail forms). Volunteers are requested to submit their resume along with their application.
- The Volunteer Application form (see attachment C) requests the individual to identify gender, ethnicity etc. However, an applicant may choose not to specify any of the identifiable categories.
- Members currently sitting on a Board, Committee or Commission and eligible for another term are invited to indicate if they wish to stand for appointment to another term.

- Organizations with representation on a Board, Committee or Commission are contacted to seek their nomination of representatives.
- If additional applicants are required to fill a particular Board, Committee or Commission, supplementary advertisements and Press Releases utilized.
- The Municipal Clerk's Office compiles the applications received and provides a summary (see attachment D) of the applicant's stated skills, abilities and preferences to the Membership Selection Committee.
- The Membership Selection Committee is comprised of a representative from each of the six Community Councils and is Chaired by the Mayor. It endeavours to ensure that volunteer representation on the Boards, Committees and Commissions reflect a balanced cross section of HRM's population.
- The Membership Selection Committee makes recommendations for appointments to Regional Council which makes the final decision on appointments.

HRM staff will continue to work with the Chairs of the Boards, Committees and Commissions and the Membership Selection Committee to assist them in the recruitment of more diverse volunteer representatives. Further, HRM Diversity Consultants will be investigating opportunities to further enhance the current recruitment process in order to broaden community representation on HRM Boards, Committees and Commissions.

### **BUDGET IMPLICATIONS**

None at this time.

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

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

### **ALTERNATIVES**

There are no recommended alternatives.

### **ATTACHMENTS**

- A. Current list of HRM Boards, Committees, Commissions
- B. Example of an advertisement
- C. Sample Volunteer Application form
- D. Sample Membership Selection Committee summary sheet

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

Report Prepared by : Jan Gibson  
Jan Gibson, Municipal Clerk

490-4210

Financial Review : \_\_\_\_\_  
N/A

**BOARDS/COMMITTEES/COMMISSIONS INDEX 2005/2006**

Accessible Transportation Advisory Committee  
Advisory Committee for Persons with Disabilities  
Alderney Landing Project (Board of Directors)  
Appeals Committee  
Audit Committee  
Bedford Days Executive Committee  
Bikeways Advisory Committee  
Board of Police Commissioners  
CAO Review Committee  
Capital District East Business Commission  
Capital District Task Force  
Community Monitoring Committee  
Community & Race Relations Advisory Committee  
Culture Advisory Committee  
Dangerous & Unsightly Premises Committee  
Destination Marketing Organization (External)  
Downtown Halifax Business Commission (External)  
Emergency Measures Advisory Committee  
Energy and Underground Services Committee  
Federation of Canadian Municipalities (National Board of Directors) (External)  
Fences Arbitration Committee  
Grant Committee  
Greater Halifax Partnership (External)  
HRM Capital District Commission  
Halifax-Dartmouth Bridge Commission (External)  
Halifax-Dartmouth Canada Day Committee  
Halifax International Airport Authority Board (External)  
Halifax Port Authority (External)  
Halifax Regional Development Agency (External)  
Halifax Regional Library Board  
Halifax Regional Water Commission (External)  
Harbour Solutions Advisory Committee  
Heritage Advisory Committee  
Investment Policy Advisory Committee  
McNab's and Lawlor Islands Provincial Park Advisory Committee(External)  
Membership Selection Committee  
Metropolitan Regional Housing Authority (External)  
Neptune Theatre Foundation (External)  
Point Pleasant Park Advisory Committee (Reports to staff)  
Private Streets Committee  
Quinpool Road Main Street District Committee (External)  
Regional Planning Committee  
Rural Fire Management Committee  
Shubenacadie Canal Commission (External)

**BOARDS/COMMITTEES/COMMISSIONS INDEX 2005/2006**  
**CON'D**

Solid Waste/Resource Advisory Committee  
Spring Garden Road Area Business Association (External)  
Summerfest Selection Committee  
Supplementary Funding Committee (HRSB)  
Taxi and Limousine Advisory Committee  
Trade Centre Limited (External)  
Transportation Association of Canada (External)  
Union of Nova Scotia Municipalities (External)  
Volunteer Award Recipients Committee

**THE HALIFAX REGIONAL MUNICIPALITY**

 HALIFAX  
REGIONAL MUNICIPALITY
**INVITATION  
TO SERVE**

 HALIFAX  
REGIONAL MUNICIPALITY

All citizens interested in volunteering as members of the following boards, committees and commissions are invited to complete and submit an application form. Regional Council will ensure whenever possible, that appointments reflect the diversity of the community.

- Advisory Committee for Persons With Disabilities
- Bedford Days Executive Committee
- Bikeways Advisory Committee
- Board of Police Commissioners
- Community Monitoring Committee
- Community and Race Relations Advisory Committee
- Cultural Advisory Committee
- Grant Committee
- Halifax-Dartmouth Natal Day Steering Committee
- Halifax International Airport Authority Board
- Halifax Port Authority
- Halifax Regional Library Board
- Halifax Regional Water Commission
- Heritage Advisory Committee
- Metropolitan Regional Housing Authority
- Point Pleasant Park Advisory Committee
- Regional Planning Committee
- Shubenacadie Canal Committee
- Taxi and Limousine Advisory Committee (licensed taxi owner, licensed taxi driver who is not a taxi owner, taxi broker, licensed limousine owner or driver and citizens-at-large)

**Boards and Committees under the Community Councils:****Harbour East Community Council:**

- Halifax East Planning Advisory Committee

**North West Community Council:**

- Halifax Watershed Advisory Committee
- Bedford Watershed Advisory Committee
- North West Planning Advisory Committee
- North West Transit Advisory Committee

Members of racially visible groups, women, persons with disabilities, aboriginal persons, and all other citizens are encouraged to apply. Applicants must be residents of the Halifax Regional Municipality. Applications will remain on file and be considered for vacancies that may occur through the 2005/2006 calendar year.

Application forms are available at the following locations between the hours of 8:30 a.m. to 4:30 p.m., Monday to Friday:

**Halifax Regional Municipality Customer Service Centres:**

- Acadia School, 636 Sackville Drive, Lower Sackville
- Alderney Gate, 2nd Floor, 40 Alderney Drive, Dartmouth
- Cole Harbour Place, 51 Forest Hills Parkway, Cole Harbour
- Musquodoboit Harbour, Hwy. 107 at East Petpeswick Road, Musquodoboit Harbour
- Scotia Square Mall, Lower Level, 5201 Duke Street, Halifax
- West End Mall, 6960 Mumford Road, Halifax

Applications are available by contacting the Municipal Clerk's Office, 1841 Argyle Street, 2nd Floor, City Hall and the Halifax Regional Municipality website [www.halifax.ca/boardscom/index.html](http://www.halifax.ca/boardscom/index.html)

**Applications will be accepted until September 30, 2005**

**Return application to:**

Office of the Municipal Clerk  
1841 Argyle Street, 2nd Floor  
PO Box 1749  
Halifax, NS B3J 3A5

For additional information contact the Municipal Clerk's Office at 490-6524 or Fax 490-4208 or for information regarding the meeting times and terms of reference for the above boards and committees please visit the Boards and Committees website [www.halifax.ca/boardscom/index.html](http://www.halifax.ca/boardscom/index.html)

Dated: September 10, 2005

Jan Gibson, Municipal Clerk

HR0P6912-A121

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**Applicant Name:** \_\_\_\_\_

Mail Address: \_\_\_\_\_ Telephone \_\_\_\_\_  
 \_\_\_\_\_ Home: \_\_\_\_\_

\_\_\_\_\_ Business: \_\_\_\_\_

E-mail address: \_\_\_\_\_ Fax: \_\_\_\_\_

Web site: http:// \_\_\_\_\_ Cell: \_\_\_\_\_

Are you currently serving on a Board/Committee and re-offering? Yes  No

If yes, please identify the Board/Committee \_\_\_\_\_

**Note: All applicants must be residents of the Halifax Regional Municipality**

*By applying for any of these positions, an applicant consents to the public release of information submitted in support of their application in the event they are appointed to a board, committee or commission.*

Position Applied for - Select up to three positions indicating your first, second and third choice

First choice	
Second Choice	
Third Choice	

Summary of Skills and knowledge and past experience related to the applied for position

Resume attached Yes  No

Inclusion of appropriate representation of racially visible groups and all other citizens is an objective in the selection of citizen appointees to all boards/committees/commissions of Council.

By voluntarily providing information about yourself you will assist in the selection process.

Please identify by check mark which applies to you:

Aboriginal person                       Black person                       Woman

Racially Visible (please specify) \_\_\_\_\_

Person with disability (please specify) \_\_\_\_\_



Please describe your area of expertise and/or specific topics related to civic interest that can contribute to better local government

Indicate form of service where you can most effectively contribute:

Rank in order of interest

ad hoc working group

Rank [ ]

long term committee work

Rank [ ]

other role (describe)  \_\_\_\_\_

Rank [ ]

Should you not be successful in being selected for your three personal choices would you be willing:

to be placed on a resource list for later selection Yes  No

be assigned to another position or issue group Yes  No

Select forms of activity which would be acceptable to you:

focus group Yes  No

Rank [ ]

public consultation participant Yes  No

Rank [ ]

committee Yes  No

Rank [ ]

ad hoc working group Yes  No

Rank [ ]

Signature \_\_\_\_\_

Date \_\_\_\_\_

Return to:

Office of the Municipal Clerk  
Halifax Regional Municipality  
City Hall, 1841 Argyle Street, 2<sup>nd</sup> Floor  
Fax: (902) 490-4208  
For more information e-mail: [clerks@region.halifax.ns.ca](mailto:clerks@region.halifax.ns.ca)

Mailing Address:

Office of the Municipal Clerk  
Halifax Regional Municipality  
P.O. Box 1749  
Halifax, NS B3J 3A5

Office Use Only

Appendix "D"

**NAME                      PRIORITY LIST                      BIO                      STAFF COMMENTS**

Applicants Name	List of Boards & Committees they wish to serve on in order of priority	<ul style="list-style-type: none"><li>• Education</li><li>• Work Experience</li><li>• Volunteer Experience</li></ul>	<ul style="list-style-type: none"><li>• List of Boards &amp; Committees they currently serve on and expiry date</li><li>• Attendance at meetings</li><li>• Participation</li></ul>
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