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Halifax Regional Council
May 8, 2007

TO: Mayor Kelly and Members of Halifax Regional Council

SUBMITTED BY: Jan Gibson
Jan Gibson, Municipal Clerk

DATE: May 4, 2007

SUBJECT: Citizen Appointments to Agencies, Boards and Commissions

INFORMATION REPORT

ORIGIN

Halifax Regional Council, April 3, 2007, Item 8.7, Councillor McInroy - Policies and Procedures Related to HRM's Appointments of Citizens to Committees, Boards, and Agencies.

BACKGROUND

At the April 3, 2007 meeting of Regional Council, Councillor McInroy commented that citizen members of some boards, committees, and agencies are paid for attending meetings and are sometimes paid for sitting on sub-committees of these bodies. The Councillor inquired about attendance requirements for boards, committees, and agencies and the level of public awareness about the role of these bodies. In addition, he commented that the process for making appointments to boards, committees, and agencies should be more formalized. As a result, a staff report was requested regarding the general operation of HRM's boards, committees and agencies. In particular, the report was to include discussion on the compensation paid to members of certain agencies, terms of appointment, attendance requirements, efforts to inform the public of the role of HRM committees, and the overall formalization of the process.

DISCUSSION

HRM has sixty-eight advisory Agencies, Boards and Commissions. Committees and Boards listed on the HRM website include those that are internal to HRM, as well as external Boards and Commissions which have HRM representatives nominated by Council. The list includes Boards, such as the Halifax Dartmouth Bridge Commission, that are external to HRM but that have Council members serving on them.

The focus of this report is on those Agencies, Boards and Commissions that have citizens nominated or appointed by Council as Board members. These are: The Halifax International Airport Authority Board, The Halifax Port Authority, the Halifax Regional Water Commission, the Metropolitan Housing Authority and the Shubenacadie Canal Commission. The following table outlines member compensation, terms of appointment, and attendance requirements for each of these bodies.

	Membership	Compensation	Term of Appointment	Attendance Requirements
Airport Authority	13 members, 4 nominated by Council	Annual retainer of \$8000. Chairs of subcommittees paid an additional \$5000 retainer. For attendance at meetings less than four hours duration, members are paid a per diem of \$400. A per diem of \$800 is paid for meetings longer than 4 hours in duration.	Appointments are for three year terms.	Rules governing attendance are not specified but per diems are only paid for days when members attend meetings. There are six meetings per year.
Port Authority	7 Directors, 1 nominated by Council	Annual retainer of \$8000. Members are paid a per diem of \$600 when they attend meetings.	Three years (can be renewed once but must take a 12 month break after two consecutive terms)	Not specified. There are approximately 12 meetings per year.
	Membership	Compensation	Term of Appointment	Attendance Requirements

	Membership	Compensation	Term of Appointment	Attendance Requirements
Water Commission	7 members, including 3 Councillors and the Mayor	Stipend amount is set at a percentage of gross annual revenue. The 2006/07 stipend was \$2618.55 per year for members and the Chair received \$4364.25.	Councillors appointed for a three year term and residents appointed for a two year term	Water Commission Act does not specifically address attendance. The stipend is not dependant on meeting attendance. There are 12 meetings per year.
Housing Authority	6 to 12 members, 4 citizens nominated by Council	None	Three years - members can serve up to two years consecutively.	No requirements.
Canal Commission	1 Councillor and 3 citizens nominated by Council	None		Meetings every second Thursday. No stipulations for attendance.

Council Selection Process

In January 1998, Council adopted a motion establishing the Membership Selection Committee. The purpose of the Committee is to streamline the selection process in order to make effective use of Council Meeting time frames. This Committee is comprised of the Mayor and one representative from each of the six Community Councils. This committee recommends to Council membership replacements for Agency, Board and Commission vacancies that may occur throughout the year. Members of this Committee serve for a term of two years. The process for nominating Agency, Board and Commission members is the same for Members of Council as for HRM citizens. The process is as follows:

1. Opportunities to serve as an HRM representative on Agencies, Boards and Commissions are advertised by HRM in the Daily News and the Chronicle Herald in September of each year. In addition, vacancies that arise throughout the year are posted on the HRM website and may be advertised in the newspapers. Examples of newspaper and website advertisements are attached to this report.
2. Applications for the various positions are received by the Municipal Clerk's Office, a summary table of qualifications of the applicants is prepared and all applications, complete with supporting documentation, are then forwarded to the Membership Selection Committee;

3. The Membership Selection Committee reviews all applications and assesses them in relation to the membership criteria of the specific Agency, Board, or Commission;
4. Upon completion of the applicant review, the Membership Selection Committee forwards a recommendation report to an In Camera session of Council for discussion and recommendation;
5. Recommendations for membership are ratified during the next Council Session.

HRM's selection process is structured with all applications proceeding to the Membership Selection Committee for recommendation to Council. Council has access to all of the applications, including resumes, etc. in order to make the final decision with regard to who will be appointed to represent HRM on the subject Board, Committee or Commission.

BUDGET IMPLICATIONS

There are no budget implications.

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

None

ATTACHMENTS

- A) HRM Invitation to Serve (Sample newspaper advertisement)
- B) How to Volunteer (Sample HRM website advertisement)

Information pertaining to the mandates for the following external agencies are available at the web addresses indicated:

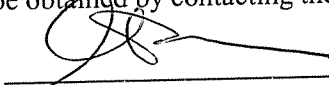
Halifax International Airport Authority <http://www.hiaa.ca>

Halifax Port Authority <http://www.portofhalifax.ca>

Halifax Regional Water Commission <http://www.halifax.ca/hrwc/AboutHRWC.html>

A copy of this report can be obtained by contacting the Office of the Municipal Clerk at 490-4210, or Fax 490-4208.

Report Approved by:


Catherine Sanderson, Sr. Manager, Financial Services 490-1562

Herald - September 16, 2006

INVITATION TO SERVE**The 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
- Board of Police Commissioners
- Grant Committee
- Halifax-Dartmouth Canada Day Committee
- Halifax-Dartmouth Natal Day Steering Committee
- Halifax Regional Library Board
- Halifax Regional Water Commission
- Heritage Advisory Committee
- Investment Policy Advisory Committee
- Metropolitan Regional Housing Authority
- Point Pleasant Park Advisory Committee
- Regional Plan Advisory Committee
- Shubenacadie Canal Commission
- Taxi and Limousine Advisory Committee (Citizen, Taxi Owner - County Zone & Business Association Representative)

Community Councils:

- Bedford Watershed Advisory Board
- District 12 Planning Advisory Committee
- Halifax Watershed Advisory Board
- North West Planning Advisory Committee
- North West Transit Advisory Committee (Districts 2, 16, 19, 20, 21 & 22)

Members of racially visible groups, women, person 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 2006/07 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 and the Halifax Regional Municipality website www.halifax.ca/boardscom/volunteer_application.html.

Halifax Regional Municipality Customer Service Centres and Municipal Clerk's Office

- 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
- Municipal Clerk's Office, 1841 Argyle Street, City Hall, Halifax

Applications will be accepted until October 6, 2006.

Return application to:

Office of the Municipal Clerk
1841 Argyle Street, 2nd Floor
PO Box 1749
Halifax, NS B3J 3A5
Fax: 490-4208
Email: Clerks@halifax.ca

For additional information contact the Municipal Clerk's Office at 490-6524 or 490-4210 and 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

Dated: September 16, 2006
HROP 6912-A121

Jan Gibson, Municipal Clerk

How to Volunteer

Mayor Kelly and Members of Regional Council appreciate and encourage citizen participation on Municipal Boards, Committees and Commissions. To be eligible for these voluntary positions you must be a resident of Halifax Regional Municipality.

Each year in September HRM advertises in local newspapers and on the HRM website for volunteers to serve on Boards, Committees and Commissions. In addition to this annual recruitment process, vacancies may arise at other times throughout the year and are advertised separately.

You may submit your application electronically using the form provided or if you prefer you may print the application form and mail or fax it to the Office of the Municipal Clerk.

Volunteer Application

Note: Required fields are asterisked (*)

Personal Information:

Applicant Name: *

Mail Address : *
(Residence)

Home: * Business:

Telephone Cell: * Fax:

Email Address: *

Web site: http://

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

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. You may cut and paste parts of your resume here.

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 Other

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:

ad hoc working group

long term committee work

other role
(describe)

Rank in order of interest

Rank

Rank

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	<input type="radio"/> Yes <input type="radio"/> No	Rank <input type="text"/>
public consultation participant	<input type="radio"/> Yes <input type="radio"/> No	Rank <input type="text"/>
committee	<input type="radio"/> Yes <input type="radio"/> No	Rank <input type="text"/>
ad hoc group	<input type="radio"/> Yes <input type="radio"/> No	Rank <input type="text"/>

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