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Item No. 16.1
Halifax and West Community Council
April 9, 2019

TO: Chair and Members of Halifax and West Community Council

-Original Signed-

SUBMITTED BY:

Jacques Dubé, Chief Administrative Officer

DATE: April 2, 2019

SUBJECT: Western Common Advisory Committee - Advertised Skillset

ORIGIN

Requirement in the Public Appointment Policy to advertise for vacancies on Regional Council's advisory boards and committees.

LEGISLATIVE AUTHORITY

The Public Appointment Policy – Governing citizen appointments to HRM agencies, boards, committees and commissions and external boards approved by Halifax Regional Council in August 2011.

Administrative Order 2016-001-GOV, Respecting the Advisory Committee on the Western Common, Section 9 identifies that the nominating body for membership on the Western Common Advisory Committee shall be the Halifax and West Community Council.

RECOMMENDATION

It is recommended that Halifax and West Community Council direct the Municipal Clerk to advertise for Western Common Advisory Committee members, including the preferred skillset as outlined in the discussion section of this report.

BACKGROUND

The Municipal Clerk's Office (MCO) conducted a survey of board and committee members in 2018 with the aim of hearing from current members on the appointment process, onboarding and training, MCO secretariat services, and recognition and value. At the close of the survey, 51 out of 104 responses were received. In their feedback, respondents indicated that when advertising to fill vacancies through public appointment process there was a lack of clarity over what skills and experience to include in their application.

In reflecting upon the feedback collected from the survey and recent amendments to the Public Appointment Policy on August 14, 2018, which provides for external committees a check-in on the desired committee skillsets with the aim to narrowing skill gaps in current board compositions, staff are piloting a review of internal advisory committee skillsets at the nominating body level. Information and feedback on this pilot will help to inform a larger review of the Public Appointment Policy which is currently underway.

DISCUSSION

The Composition of the Western Common Advisory Committee (WCAC) is established in the Terms of Reference adopted by Council:

The Committee shall be comprised of nine (9) members as follows:

- one (1) representative of the local business community;
- one (1) member of the public with demonstrated knowledge of public recreation and trails;
- one (1) member of the public with demonstrated knowledge in applied ecological sciences;
- one (1) member of an environmental Non-Government Organization (NGO);
- one (1) member resident of the community of Goodwood/Hatchet Lake;
- one (1) member resident of Beechville/Timberlea;
- two (2) members at large with an interest in the furtherance of the Park; and
- one (1) member of Halifax and West Community Council

Based on the results yielded from the Board and Committee survey, the MCO is piloting consultation with the respective nominating bodies to review the desired skillset for various committees, including RWAB (Environment and Sustainability Standing Committee), and the Western Common Advisory Committee (Halifax and West Community Council), during the 2019 Spring recruitment session. A review of the skillsets will help to reduce skill gaps and ensure that new appointments complement or augment the existing board.

The results of this pilot will be incorporated into an extensive review of the Public Appointment Policy. Staff anticipate that the new policy will be brought before the Executive Standing Committee for consideration sometime this year.

The Municipal Clerk's Office, in consultation with Parks & Recreation, have identified the following preferred skillset that reflect the terms of reference of the Board:

- Knowledge of the Otter Lake Regional Waste Facility
- Understanding of valuable ecological and cultural assets
- Knowledge of sustainable wilderness recreation programming
- Awareness of the Western Common Wilderness Common Master Plan
- Some awareness of park planning and development

This report recommends that the Halifax and West Community Council review and provide direction on the preferred skillset, that will be used to augment the composition requirements when recruiting for WCAC applicants.

FINANCIAL IMPLICATIONS

There are no budget implications to this report.

RISK CONSIDERATION

Not applicable

COMMUNITY ENGAGEMENT

This report and recommendation was generated based on feedback received from a committee and board member survey.

ENVIRONMENTAL IMPLICATIONS

Not applicable

ALTERNATIVES

None

ATTACHMENTS

Attachment 1 – Western Common Advisory Committee Terms of Reference

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

Report Prepared by: Hannah Forsyth, Public Appointments Analyst, 902.490.6483

**ADMINISTRATIVE ORDER NUMBER 2016-001-GOV
RESPECTING THE ADVISORY COMMITTEE ON THE WESTERN COMMON**

WHEREAS the Halifax Regional Municipality has established the Western Common for the purposes of public recreation, wilderness and heritage protection, future business park development and hosting the Otter Lake Solid Waste Resource Facility;

AND WHEREAS the Halifax Regional Municipality has approved the creation of a Regional Park within the Western Common through the Regional Municipal Planning Strategy;

AND WHEREAS the Halifax Regional Municipality approved the Western Common Wilderness Common Master Plan on June 15, 2010 as guidance for the future of the Western Common Park;

AND WHEREAS the Halifax Regional Municipality wishes to establish a committee to provide advice to Regional Council on the development, operation and protection of the Western Common Park;

BE IT RESOLVED AS AN ADMINISTRATIVE ORDER of the Council of the Halifax Regional Municipality under the authority of the *Halifax Regional Municipality Charter*, as follows:

Short Title

1. This Administrative Order may be known as the *Western Common Advisory Committee Administrative Order*.

Interpretation

2. In this Administrative Order,

- (a) "Committee" means the Western Common Advisory Committee;
- (b) "Community Council" means Halifax and West Community Council;
- (c) "Council" means the Council of the Halifax Regional Municipality;
- (d) "Master Plan" means the Western Common Wilderness Common Master Plan;
- (e) "Municipality" means the Halifax Regional Municipality;
- (f) "Park" means the Western Common Regional Park;
- (g) "Western Common" means those lands identified as such in the Western Common Wilderness Common Master Plan; and
- (h) "Wilderness Common" means those lands identified as such in the Western Common Wilderness Common Master Plan.

Purpose

3. The purpose of this Administrative Order is to establish the terms of reference under which the Western Common Advisory Committee will advise Council on the development and operation of the Western Common.

The Western Common Advisory Committee

4. There is hereby established an Advisory Committee on the Western Common.

The Western Common

5. The Municipality's management of the Western Common will be guided by the following objectives:

- (a) the protection of valuable ecological and cultural assets;
- (b) the provision of access to sustainable wilderness recreation through improvements and programs;
- (c) the location of Otter Lake Regional Waste Facility; and
- (d) the possible expansion of the Ragged Lake Business Park.

Duties of the Committee

6. The Committee shall monitor the phased development of the Western Common and advise Council, through the Halifax and West Community Council, on the community perspective of the implementation of the Master Plan as follows:

- (a) the Committee shall advise Council on detailed planning and development of the Park; and
- (b) the Committee shall advise Council on environmental sustainability in the Park, including:
 - (i) public access and wilderness recreation programming;
 - (ii) impact of land uses, within and adjacent to the Western Common, on the Park;
 - (iii) ecological diversity and connectivity;
 - (iv) cultural landscapes; and
 - (v) park operational matters.

Administrative Order One

7. Except as herein provided, the provisions of Administrative Order One, Respecting the Procedures of Council, shall apply to the Committee.

Public Appointment Policy

8. Except as herein provided, the provisions of the Public Appointment Policy shall apply to the Committee.

Membership

9. The nominating body for membership on the Committee shall be the Halifax and West Community Council.

10. The Committee shall be comprised of nine (9) members as follows:
 - (a) one (1) representative of the local business community;
 - (b) one (1) member of the public with demonstrated knowledge of public recreation and trails;
 - (c) one (1) member of the public with demonstrated knowledge in applied ecological sciences;
 - (d) one (1) member of an environmental Non-Government Organization (NGO);
 - (e) one (1) member resident of the community of Goodwood/Hatchet Lake;
 - (f) one (1) member resident of Beechville/Timberlea;
 - (g) two (2) members at large with an interest in the furtherance of the Park; and
 - (h) one (1) member of Halifax and West Community Council.

Term of Membership

11. At its initial creation, four members of the Committee shall be appointed for a term of one year and five members, including the member of Halifax and West Community Council, for a term of two years, after which all appointments shall be for a term of two years.

Reporting

12. The Committee Chair shall, with the assistance of staff, submit a written report to the Halifax and West Community Council in accordance with section 6 at least once annually.

Sub-Committees

13. The Committee may appoint sub-committees, consisting of members of the Committee, to report to the Committee on matters that the Committee determines require further investigation.

14. The Committee shall appoint one of its members to chair the sub-committee at the time it constitutes the sub-committee.

15. Sub-committees shall report directly to the Committee.

Meetings

16. The Committee shall meet no less than twice annually or otherwise as required to fulfill the duties as outlined.

17. The Chair, in consultation with staff of the Office of the Municipal Clerk, shall be responsible for calling all meetings of the Committee and for setting the agenda.

General

18. For greater certainty, the Committee does not report to the Community Planning & Economic Development Standing Committee or the Environment and Sustainability Standing Committee, unless otherwise directed by Council.

19. In the absence of the Chair, the members of the Committee may select a member to chair a meeting.

Done and passed in Council this 31 day of May, 2016.

Mayor

Municipal Clerk

I, Sherryl Murphy, Acting Municipal Clerk of the Halifax Regional Municipality, hereby certify that the above-noted Administrative Order was passed at a meeting of Halifax Regional Council held on May 31, 2016.

Sherryl Murphy, Acting Municipal
Clerk

Notice of Motion:

May 24, 2016

Approval:

May 31, 2016

Amendment # 1 – Section 11

Notice of Motion:

July 19, 2016

Approval:

July 26, 2016