



Committee of the Whole Excerpts
October 14, 2025

CITIZEN ADVISORY COMMITTEE MEMBER APPOINTMENTS EXCERPT

Several West Hants advisory committees: including the Audit Committee, Police Advisory Board, Planning and Heritage Advisory Committee, and Climate Action Committee, currently have vacancies that must be filled to maintain full membership and meet quorum requirements.

The recommended motion was that Committee of the Whole recommends ...

COUNCIL APPROVES CARLA RAFUSE BE APPOINTED TO THE POLICE ADVISORY BOARD FOR THE TERM OCTOBER 28, 2025 TO OCTOBER 31, 2027, DAVE MOORE BE APPOINTED TO THE PLANNING AND HERITAGE ADVISORY COMMITTEE AS A WINDSOR REPRESENTATIVE FOR THE TERM OCTOBER 28, 2025 TO OCTOBER 31, 2027, LISA SISSON BE APPOINTED TO THE CLIMATE ACTION COMMITTEE FOR THE TERM OCTOBER 28, 2025 TO OCTOBER 31, 2027, LAUHLIN MCKENZIE BE APPOINTED TO THE AUDIT COMMITTEE FOR THE TERM OCTOBER 28, 2025 TO OCTOBER 31, 2027, NICOLE HUBLEY BE APPOINTED TO THE AUDIT COMMITTEE FOR THE TERM OCTOBER 28, 2025 TO OCTOBER 31, 2027 AND VICKI ROBERTSON BE APPOINTED TO THE AUDIT COMMITTEE FOR THE TERM OCTOBER 28, 2025 TO OCTOBER 31, 2027.



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation X	Decision Request ☐	Councillor Activity ☐
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To: Mayor Zebian and Members of Council

Submitted by: Deanna Snair, Municipal Clerk

Date: October 14, 2025

Subject: Citizen Advisory Committee Member Appointments – Audit Committee, Climate Action Committee, Police Advisory Board and Planning and Heritage Advisory Board

LEGISLATIVE AUTHORITY

Nova Scotia Municipal Government Act (MGA) – Sections 24-27, Standing, special and advisory committees; Vacancy on Boards, Commissions and Committees; Citizen Advisory Committees; and Community Committees.

RECOMMENDATION or DECISION REQUEST

That Committee of the Whole recommends that ...

1. Council approves Carla Rafuse be appointed to the Police Advisory Board for the term October 28, 2025 to October 31, 2027.
2. Council approves Dave Moore be appointed to the Planning and Heritage Advisory Committee as a Windsor representative for the term October 28, 2025 to October 31, 2027.
3. Council approves Lisa Sisson be appointed to the Climate Action Committee for the term October 28, 2025 to October 31, 2027.
4. Council approves Lauchlin McKenzie be appointed to the Audit Committee for the term October 28, 2025 to October 31, 2027.
5. Council approves Nicole Hubley be appointed to the Audit Committee for the term October 28, 2025 to October 31, 2027.
6. Council approves Vicki Robertson be appointed to the Audit Committee for the term October 28, 2025 to October 31, 2027.

BACKGROUND

Property ☐	Public Opinion X	Environment ☐	Social X	Economic ☐	Councillor Activity ☐
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Regional Council has various advisory boards and committees who hold meetings to review and provide advice to staff and Regional Council.

Advisory committees provide advice and guidance to the Municipality and decision-makers, offering specialized knowledge, diverse perspectives, and feedback on specific goals, challenges, or opportunities. Advisory committees are a structured way for individual citizens to share their opinions and perspectives, study issues, and develop recommendations in a focused, small group structure. They function as a neutral, informal sounding board without formal authority as Council is the decision-making body for the Municipality.

DISCUSSION

In recent months, each of the above advisory committees has experienced the resignation of one member. In accordance with the WHRM's procedural bylaws and Advisory Committee Terms of Reference, it is necessary to appoint replacement members to restore full committee composition and maintain quorum requirements.

The Advisory Committees provide strategic advice and community insight to Council and/or municipal staff on their respective mandates:

- *Audit Committee:* Provides independent review and oversight of the municipality's financial reporting, risk management, and audit processes.
- *Climate Action Committee:* Advises on policies and programs to advance the municipality's climate change mitigation and adaptation goals.
- *Planning and Heritage Advisory Committee:* Provides input on planning matters and heritage conservation, including land use planning, urban design, and cultural preservation.
- *Police Advisory Board:* Offers community-based input on policing priorities, public safety concerns, and community-police relations.

Each committee has specific eligibility requirements and desired areas of expertise as outlined in their Terms of Reference. Staff have reviewed applicants in accordance with these criteria.

A public call for applications was issued on July 28, 2025 and was promoted through multiple channels including the local newspaper, the municipal website, social media platforms, and the municipal newsletter. This outreach effort resulted in several expressions of interest from community members regarding the available vacancies on the advisory committees. Following a staff-led shortlisting process and consultation with committee chairs, the above individuals are recommended for appointment.

Appointments are recommended based on the following criteria:

- Relevant experience or expertise related to the advisory committee's mandate;
- Demonstrated interest and commitment to civic engagement and community service;
- Availability to attend regular meetings and participate actively in committee work;
- Consideration of diversity, including background, lived experience, and geographic representation within the municipality;
- Compliance with eligibility requirements as outlined in each committee's Terms of Reference.

NEXT STEPS

If supported, the newly appointed resident-member will be contacted and notified of their appointment.

FINANCIAL IMPLICATIONS

Resident members appointed to Committees of Council receive remuneration in accordance with the West Hants Regional Municipality's Council Remuneration Policy, which is identified in the annual Operating Budget.

ALTERNATIVES

Council could choose to not support these recommendations and direct staff to readvertise for the vacancy.

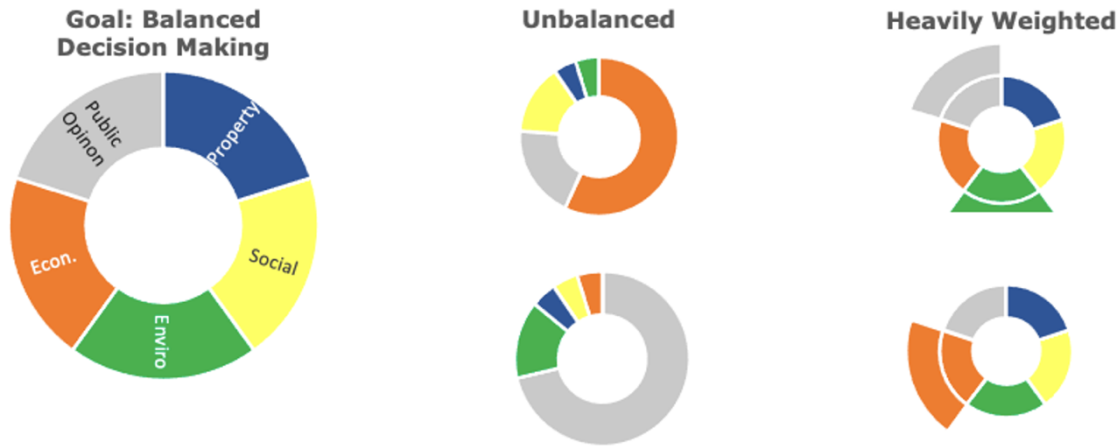
ATTACHMENTS

None.

CHIEF ADMINISTRATIVE OFFICER REVIEW

I support the recommendation.

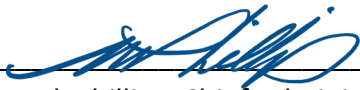
Council has been provided with a reference taken from the Meeting and Committee Procedural Policy , Appendix C “Decision Making by Council and Committee of the Whole” as a reminder of the principles highlighted for good decision making.



(For use if report is from a Councillor. CAO to provide additional comments on background, department/staff responsible and workload, budget, options, preferred strategy. State “Not Applicable” if report is from staff which already incorporates CAO review.)

Report Prepared by: _____
Deanna Snair, Municipal Clerk

Report Reviewed by: _____
Deanna Snair, Municipal Clerk

Report Approved by:  _____
Mark Phillips, Chief Administrative Officer