



**EXECUTIVE STANDING COMMITTEE  
SPECIAL MEETING  
MINUTES  
August 6, 2014**

PRESENT: Mayor Mike Savage, Chair  
Councillor Linda Mosher, Vice Chair  
Councillor Russell Walker  
Councillor Bill Karsten  
Councillor Steve Craig  
Councillor Matt Whitman  
Councillor Reg Rankin

REGRETS: Councillor Brad Johns

STAFF: Mr. Mike Labrecque, Deputy Chief Administrative Officer  
Ms. Karen Brown, Senior Solicitor  
Ms. Cathy Mellett, Municipal Clerk  
Ms. Krista Vining, Legislative Assistant

*The following does not represent a verbatim record of the proceedings of this meeting.*

*The agenda, supporting documents, and information items circulated to the Executive Standing Committee are available online: <http://www.halifax.ca/boardscom/SCadmin/140606sp.php>*

*The meeting was called to order at 2:00 p.m. and adjourned at 4:06p.m.*

**1. CALL TO ORDER**

The Chair called the meeting to order at 2:00 p.m.

**2. APPROVAL OF MINUTES – June 23, 2014**

A clerical error was noted on the cover page; Councillor Rankin's name to be added to the list of attendees.

**MOVED by Councillor Walker, seconded by Councillor Rankin that the minutes of June 23, 2014 be approved as amended. MOTION PUT AND PASSED.**

**3. APPROVAL OF THE ORDER OF BUSINESS AND APPROVAL OF ADDITIONS AND DELETIONS**

The Order of Business was approved as presented.

- 4. BUSINESS ARISING OUT OF THE MINUTES – NONE**
- 5. MOTIONS OF RECONSIDERATION – NONE**
- 6. MOTIONS OF RESCISSION – NONE**
- 7. CONSIDERATION OF DEFERRED BUSINESS – NONE**

**8. CORRESPONDENCE, PETITIONS & DELEGATIONS**

**8.1 Correspondence**

**8.1.1 James S. Cowan, Stewart McKelvey dated July 7, 2014 re: HRM Nominations for Halifax International Airport Authority**

Mr. Cowan's correspondence was received and no further action was taken at this time.

**8.2 Petitions – None**

**8.3 Presentation – None**

**9. REPORTS**

**9.1 STAFF**

**9.1.1 Bi Annual Workforce Report**

The following was before the Executive Standing Committee:

- A staff information report dated July 28, 2014
- Staff presentations entitled: HRM Workforce Report, with revised slides 11 to 13, and HRM Health and Safety Report

Ms. Cathi Mullally, Director of Human Resources presented the bi annual workforce report which represented the third and fourth quarters of 2013 . Ms. Mullally noted a formula error in the number of sick days calculated which had been corrected in the presentation, revised slides 11 to 13. A discussion was held with staff responding to question related to the headcount and budgeted full time equivalent (FTE`s) for Fire and Emergency. Ms. Mullally advised that these statistics were for full time fire fighters and did not include volunteers.

Concerns were raised around service standards and a lack of resources to man fire stations, resulting in stations being closed for the day. Deputy Fire Chief Roy Hollett advised that Fire Services has started the process to hire 12 fire fighters to fill some of the vacancies . He noted that recruit training would be held in September with the new firefighters coming on staff in December. Vacancies would be reduced by half with the new hires.

Chief Hollett further spoke to the staffing issues due to vacations and issues around the seniority of the captains. He added that the closure of the Lakeside station for 12 hours was a result of the captain calling in sick for the daytime shift. Mayor Savage asked if the lack of available captains was also the result of a station in Dartmouth being closed which Chief Hollett confirmed.

In regards to impact, Chief Hollett explained that Division Managers look at the number of required officers; approximately 17 to 18 officers per platoon. The issue occurs around the summer and vacation schedules. Officers are filled from the opposite shift who may also be on vacation. He added that officers are moved around to staff stations where possible and Fire Services has implemented a new format for the 15 rural stations that are staffed, with the lieutenant being brought in to cover off the captain positions. Mayor Savage spoke to the importance of Fire Services communicating with the local councillor so there were no surprises. Chief Hollett advised that as soon as a Division Commander has determined a station cannot be staffed, they do their best to notify the area councillor.

Ms. Mullally further responded to questions around union and non-union tracking. She confirmed that fire captains were unionized and that there was language within Fire Services' Collective Agreement around vacation management.

Staff provided information regarding individuals being hired versus retirements.

In regards to a question raised, Ms. Mullally indicated that the numbers for seasonal recreation employees and crossing guards fluctuate as they are only hired during the third and fourth quarter reporting period.

In response to a question around diversity in the workforce data, Ms. Mullally advised that she could not provide hard numbers. She noted that staff had conducted a survey in 2013 but did not receive an optimal response to report on the specifics. However, staff are looking to take a different approach to determine where the organization is in terms of its diversity and inclusion. In response to a question raised around HRM's Bridging the Gap Program, Ms. Mullally advised that staff could work to provide some identification around diversity; however, employees would have to self-identify any diversity characteristics. Ms. Mullally further noted that the percentage of female HRM employees has increased to approximately 35 percent.

In regards to a question raised around Fire and Emergency's overtime variance, Chief Hollett advised that this would be addressed in the Master Fire Plan which would be before the Executive Committee in the near future. He clarified that overtime was currently straight time within Fire and Emergency's Collective Agreement.

Mr. Mike Labrecque, Deputy Chief Administrative Officer assured the Committee that Fire Services Management works within the terms of their Collective Agreement as best they can. He reaffirmed that fire time was straight time and that overtime was used to ensure the service levels in the Fire Halls were met

Ms. Helga Wolf-Billard, Manager, Corporate Security, presented the HRM Health and Safety Report for the third and fourth quarters of 2013 and responded to questions around data collection and reporting.

### **9.1.2 Summary Report and Recommendations – Governance Review (External Committees)**

The following was before the Executive Standing Committee:

- A staff recommendation report dated July 29, 2014

**MOVED by Councillor Rankin, seconded by Councillor Whitman that the Executive Standing Committee recommends to Halifax Regional Council that:**

- **Recommendation #1A: Regional Council make no changes to the process for appointments to the Halifax Water Commission board, the Police Commission, the Community Monitoring Committee or the FCM and UNSM boards.**
- **Recommendation #1B: Regional Council reduce the number of Councillors appointed to the Regional Library Board and work with the Provincial Government to make appropriate changes to the relevant agreement.**
- **Recommendation #2: Regional Council, when dealing with appointments to other external boards and committees, consider first, competency based appointment of HRM residents, second, appointment of relevant HRM staff members, and third, appointment of elected officials only if suitable appointments cannot be made under the first two categories.**
- **Recommendation #3: Regional Council cease appointing councillors to the boards of Alderney Landing, Canada Games Centre, Neptune Theatre and the Business Improvement Districts, and to the boards of other organizations which might invite the appointment of councillors.**
- **Recommendation #4: Regional Council advise all councillors who sit on boards or committees to which they have not been appointed by Regional Council to inform the Municipal Clerk of those positions.**

The Committee entered into discussion with the following points being made:

- Provide alternatives for recommendations #2 and #3 of the July 29, 2014 staff report that provides more flexibility and options and which defines with greater clarity the types of boards/committees to which Council may consider appointing Councillors
- Priority designations of appointments
- Council's discretion to make appointments of Councillors or citizens
- Questions were raised regarding the types of Boards & Committee (especially focusing on facilities owned by HRM) that members of Council could/should be appointed to (noted Alderney Landing & Canada Games Centre)
- Include the wording councillors *and HRM Management* (recommendation #4)
- Provide more clarity in regard to how the notification in recommendation #4 would be implemented

**MOVED by Councillor Karsten, seconded by Councillor Whitman that the Executive Standing Committee refer the matter back to staff for supplementary report responding to the concerns and questions laid out in the discussion and that the supplementary report be considered at the next meeting of the Committee. MOTION PUT AND PASSED.**

### **9.1.3 Councillor Appointment to Canada Games Centre Society Board**

The following was before the Executive Standing Committee:

- A staff recommendation report dated July 31, 2014

**MOVED by Councillor Rankin, seconded by Councillor Mosher that the Executive Standing Committee recommends that Halifax Regional Council formally confirm the appointment of Councillor Russell Walker to the Board of Canada Games Centre until a new agreement is negotiated with the Canada Games Centre Society or the outcome of the Governance Review in regard to external appointments is determined by Council. MOTION PUT AND PASSED.**

**10. MOTIONS – NONE**

**11. IN CAMERA**

**11.1 Minutes – June 23, 2014**

The Legislative Assistant noted a clerical error on the cover page; Councillor Rankin's name to be added to the list of attendees. As well the word "review" would be added to the motion; page 3, first paragraph.

**MOVED by Councillor Walker, seconded by Councillor Whitman that the In Camera minutes of June 23, 2014 be approved, as amended. MOTION PUT AND PASSED.**

**12. ADDED ITEMS – NONE**

**13. NOTICES OF MOTION – NONE**

**14. DATE OF NEXT MEETING – September 22, 2014**

**15. ADJOURNMENT**

The meeting was adjourned at 4:06 p.m.

Krista Vining  
Legislative Assistant