

EXECUTIVE STANDING COMMITTEE  
MINUTES

August 8, 2012

PRESENT:

Mayor Peter Kelly

Councillors: Linda Mosher, Vice Chair  
Russell Walker  
Jim Smith  
Reg Rankin  
Brad Johns

REGRETS:

Deputy Mayor Bill Karsten

Councillors: Steve Streach  
Dawn Sloane

STAFF:

Ms. Marian Tyson, Acting Director of Legal Services  
Mr. Richard Butts, Chief Administrative Officer  
Ms. Shawnee Gregory, Legislative Assistant

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**1. CALL TO ORDER**

Mayor Kelly called the meeting to order at 10:12 a.m. in the Dartmouth Council Chamber, 90 Alderney Drive.

**2. APPROVAL OF MINUTES – July 11, 2012**

**MOVED by Councillor Smith, seconded by Councillor Walker that the minutes of July 11, 2012 be approved as presented. MOTION PUT AND PASSED.**

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

Addition:

8.1 CAO Objectives – Councillor Walker

9.2 In Camera – Legal Opinion – Councillor Mosher

**MOVED by Councillor Walker, seconded by Councillor Rankin that the agenda be accepted as amended. MOTION PUT AND PASSED.**

**4. BUSINESS ARISING OUT OF THE MINUTES – NONE**

**5. CONSIDERATION OF DEFERRED BUSINESS - NONE**

**6. CORRESPONDENCE, PETITIONS & DELEGATIONS - NONE**

**7. REPORTS**

**7.1 Corporate Initiatives Update**

An information report dated July 31, 2012 was before the Committee.

Mr. Richard Butts, Chief Administrative Officer, indicated that the submitted information report was an initiative to provide the Committee with an update on the corporate issues he and his staff were working on that were not included in his performance planner. He stated they were working on a broad range of issues that benefit the organization and while this was a list of the highest priorities, it was not a complete list as items would be continually added and removed.

A discussion ensued with Mr. Butts responding to questions.

Mr. Butts also suggested that, since the Human Resources department does not report to any committee, that they report to the Executive Standing Committee on a semi-annual basis.

It was noted that Fire Services and the Halifax Libraries do not report to any Committee and could be included as well.

**MOVED by Councillor Mosher, seconded by Councillor Smith that the Executive Standing Committee request that:**

- 1. Human Resources fall under the purview of Executive Standing Committee and that they report to the Committee on a semi-annual basis on key factors in the organization including but not limited to health and safety, absenteeism, overtime, grievance issues, and best practices; and**
- 2. That Halifax Libraries and Fire Services also fall under the purview of the Executive Standing Committee.**

A discussion on the motion ensued.

**MOTION PUT AND PASSED.**

At this time the Committee discussed when and what information, on a go forward basis, should be provided to Regional Council regarding the CAO Review process.

Councillor Walker suggested providing Council with only the categories Mr. Butts was being measured on and a copy of the Non-Union Performance Assessment Tool.

Ms. Marian Tyson, Solicitor, advised that Council had delegated the responsibility of the CAO Review to the Executive Standing Committee; however, it would be permissible to provide Council with the broad categories.

In concluding the discussion, the Committee agreed to provide Council with the five categories Mr. Butts was assessed on and a copy of the Non-Union Performance Assessment Tool.

A discussion ensued regarding what could be done to make the review a more positive experience and if any changes to the process should be made.

Councillor Mosher suggested that next year the subcommittee provide a presentation to Council including a high level overview of the review process with documentation.

The discussion on the Corporate Initiatives Update resumed with Mr. Butts responding to questions.

**8. ADDED ITEMS**

**8.1 CAO Objectives – Councillor Walker**

This item was dealt with under item 7.1. Please see page 3.

**MOVED by Councillor Mosher, seconded by Councillor Walker that the Committee convene In Camera, as required, to consider the following matters. MOTION PUT AND PASSED.**

**9. IN CAMERA**

**9.1 In Camera Minutes – July 11, 2012**

This matter was dealt with In Camera.

**9.2 Legal Opinion – Councillor Mosher**

This matter was dealt with In Camera.

**10. NEXT MEETING DATE – September 24, 2012**

**11. ADJOURNMENT**

The meeting was adjourned at 11:46 a.m.

Shawnee Gregory  
Legislative Assistant