

HALIFAX REGIONAL MUNICIPALITY

ADMINISTRATIVE STANDING COMMITTEE MINUTES

January 24, 2011

PRESENT:

Mayor Peter Kelly
Deputy Mayor Jim Smith
Councillors: Steve Streach
Brad Johns
Bill Karsten
Dawn Sloane
Russell Walker
Reg Rankin

REGRETS:

Councillor Linda Mosher

STAFF:

Mr. Mike Labrecque, Deputy CAO
Ms. Cathy Mellett, Municipal Clerk
Mr. Brad Anguish, Director, BPIM
Mr. Barry Manuel, EMO Coordinator
Mr. Andrew Whitemore, Manager, Community Relations and
Cultural Affairs
Ms. Marilyn Smith, Community Developer
Ms. Sherrill Murphy, Deputy Clerk

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1. CALL TO ORDER

The Mayor called the meeting to order at 9:30 a.m.

2. ELECTION OF VICE CHAIR

MOVED by Deputy Mayor Smith, seconded by Councillor Walker that Councillor Karsten be nominated to the position of Vice Chair of the Administrative Standing Committee. MOTION PUT AND PASSED.

The Chair called three times for further nominations, there being none, and he declared Councillor Karsten to be Vice Chair.

3. APPROVAL OF MINUTES

3.1 Emergency Measures Organization – September 10, 2010

MOVED by Councillor Rankin, seconded by Councillor Sloane that the minutes of the September 10, 2010 of the Emergency Measures Organization Advisory Committee. MOTION PUT AND PASSED.

4. APPROVAL OF THE ORDER OF BUSINESS AND APPROVAL OF ADDITIONS AND DELETIONS

Additions:

- 7.1 Appointment to Halifax International Airport Authority
- 7.2 Review of Administrative Order
- 7.3 Proposed Civic Events Working Group
- 7.4 Bylaw Rationalization Committee

The Committee agreed to defer item 6.6 Implementation of the Code of Ethics until such time as Councillor Mosher has returned from her medical leave of absence.

MOVED by Councillor Sloane, seconded by Councillor Karsten that the agenda, as amended, be approved. MOTION PUT AND PASSED.

5. CORRESPONDENCE, PETITIONS & DELEGATIONS

- 5.1 Correspondence**
- 5.2 Petitions**
- 5.3 Presentations**

5.3.1 Introduction to Administrative Committee – Cathy Mellett

Ms. Mellett made a brief presentation providing background to the establishment of the Standing Committees of Council. She went on to outline the next steps as review and approval of the terms of reference which were before the Committee today.

6. REPORTS

6.1 Review/Approval of Terms of Reference

Draft Terms of Reference were before the Committee.

MOVED by Councillor Karsten, seconded by Councillor Sloane the Terms of Reference be amended to include by-law rationalization. MOTION PUT AND PASSED.

Ms. Mellett and His Worship responded to questions of clarification regarding the mandate of the Committee.

Note was made that Section 3.3.3 of the Terms of Reference should be changed as follows:

*3.3.3 Coordinate, on behalf of Council, the recruitment and **provide a recommendation on hiring of the CAO should the position become vacant.***

The Terms of Reference will come back to the Committee at its next meeting incorporating the above changes. Committee members will have an opportunity to more thoroughly review the Terms of Reference over the next month and can provide changes at any time to Cathy Mellett, Municipal Clerk or make them at the February meeting.

6.2 Review/Approval of Proposed Meeting Schedule

A draft meeting schedule was before the Committee.

MOVED by Councillor Rankin, seconded by Councillor Streach that the Administrative Standing Committee meet the 4th Monday of each month from 11 a.m. to 2:00 p.m. MOTION PUT AND PASSED.

A list of Standing and Sub-Committees meeting days and times will be distributed to Committee members for their reference.

6.3 Corporate Performance Report – Update

A draft copy of the Halifax Regional Municipality 2010-11 2nd Quarter Corporate Performance Report (July – September 2010) was before the Committee.

Mr. Mike Labrecque, Deputy CAO, Corporate Services and Strategy, indicated that the objective of the Corporate Performance Report was to report on the operations of administrations. Mr. Labrecque noted that the CAO quarterly review information continues to be provided to the CAO Review Committee. The Clerk's Office will ensure that members of Administrative Committee who have not yet received the material are provided a copy.

Mr. Brad Anguish, Director, Business Planning and Information Management gave a presentation outlining HRM's Corporate Performance Reporting System. A copy of the presentation is on file.

The following suggestions were made relative to program and indicators:

- Track employer of choice using Atlantic Canada benchmark governments/agencies/companies.
- Suggestion that more frequent reporting relative to indicators is required
- Unspent capital should be an indicator
- Timing of reporting is very important - report in a timely manner
- More measures relative to HRM Develops Skilled and Effective Leaders

His Worship the Mayor left the meeting and Councillor Karsten took the Chair.

6.4 Volunteer Awards – Update

A briefing note dated January 24, 2011 re HRM Volunteer Awards Program Description was before the Committee.

Mr. Andrew Whittemore, Manager, Community Relations and Cultural Affairs and Marilyn Smith, Community Developer, outlined the Volunteer Awards Program as set out in the January 24, 2011 briefing note.

Ms. Smith clarified that three volunteers from each District would be chosen to be honoured. With a maximum of 100 volunteers to be chosen, there is an opportunity to choose 31 volunteers on a more global basis.

Top ten HRM Volunteers must be submitted to the Provincial Awards Program by late February. A special meeting of the Committee will have to be held to consider this matter.

6.5 Emergency Measures – Update

A document entitled HRM Emergency Management Organization.

Mr. Barry Manuel, Emergency Measures Coordinator, reviewed the handout with the Committee.

The Chair requested that Mr. Manuel provide an overview of the Emergency Measures Plan and be prepared to respond to questions from the Committee. This meeting should be held at the Emergency Operations Centre (EOC).

6.6 Implementation of Code of Ethics

This matter was deferred pending Councillor Mosher's return from her leave of absence.

7. ADDED ITEMS

7.1 Appointment to Halifax International Airport Authority

Councillor Streach proposed a special meeting be held over the next two weeks in order to deal with these appointments noting that they have been delayed since last summer, to which the Committee agreed. The Clerk will book the required meeting time.

MOVED by Councillor Smith, seconded by Councillor Sloane that the Transportation Standing Committee be requested to not make an appointment to the Transportation Association of Canada (TAC) Board of Directors pending a review of the Terms of Reference of that body by the Administrative Committee to determine why HRM has an elected representative sitting on that Board and if it is appropriate that they do. MOTION PUT AND PASSED.

7.2 Administrative Order 1

This matter was added to the agenda during the setting of the agenda.

Note was made that a review of Administrative Order 1 was required.

The Committee agreed that members be provided a copy of the Administrative Order for review; members will provide their comments/concerns to the Clerk by e-mail. The Clerk and Legal services can then determine the appropriate changes to the Administrative Order and report back to the Committee.

7.3 Proposed Civic Events Working Group

A briefing note dated January 18, 2011 was before the Committee.

Andrew Whittemore, Manager, Community Relations and Cultural Affairs provided an overview of the briefing not indicating that the intent was to allow existing Committees of Council such as the Canada Day Committee, the Bedford Days Committee and the Natal Day Committee to operate as working groups. The practical outcome of this would be that these groups could conduct their business in a more flexible manner.

He noted the matter was before the Standing Committee with respect to the proposed change of governance. Note was made that other Standing Committees should have input to this matter and it was **MOVED by Councillor Johns, seconded by Councillor Walker that this matter be referred to the Audit and Finance Committee and the Community Planning and Economic Committee for their review and input. MOTION PUT AND PASSED.**

7.4 Bylaw Rationalization Committee

This matter was added during the setting of the agenda.

MOVED by Councillor Sloane, seconded by Councillor Karsten that the Terms of Reference be expanded to include the role of the Bylaw Rationalization Committee. MOTION PUT AND PASSED.

8. DATE OF NEXT MEETING

The next regularly scheduled meeting will be held on Monday, February 28, 2011

9. ADJOURNMENT

The Committee agreed to move to an In Camera meeting to discuss WTC appointments. The meeting adjourned at approximately 1:00 p.m.

INFORMATION ITEMS - None