

EXECUTIVE STANDING COMMITTEE
MINUTES

December 10, 2012

PRESENT:

Mayor Mike Savage, Chair
Deputy Mayor, Reg Rankin

Councillors: Linda Mosher, Vice Chair
Russell Walker
Matt Whitman
Bill Karsten

REGRETS:

Councillors: Steve Craig
Brad Johns

STAFF:

Mr. Richard Butts, CAO
Greg Keefe, Director of Finance
Cathi Mullally, Director Human Resources
Mr. Matt Godwin, Legislative Assistant

TABLE OF CONTENTS

1.	CALL TO ORDER.....	3
2.	APPROVAL OF MINUTES – October 22, 2012.....	3
3.	APPROVAL OF THE ORDER OF BUSINESS AND APPROVAL OF ADDITIONS AND DELETIONS.....	3
4.	BUSINESS ARISING OUT OF THE MINUTES – NONE.....	3
5.	CONSIDERATION OF DEFERRED BUSINESS – NONE.....	3
6.	CORRESPONDENCE, PETITIONS & DELEGATIONS – NONE	3
7.	REPORTS	3
	7.1 Staff	3
	7.1.1 Report from Human Resources.....	3
8.	ADDED ITEMS	5
	8.1 Election of Executive Standing Committee Vice Chair.....	5
	8.2 Councillors’ Office Funding Re-instatement.....	5
	8.3 2013 Meeting Schedule	5
	8.4 Citizen Appointment to Design and Review Committee.....	6
	8.5 CAO Review Committee	6
	8.6 Councillor Appointments to Committees	6
9.	IN CAMERA.....	7
	9.1 In Camera Minutes – October 22, 2012	7
	9.2 Personnel Matter - Nominations to Boards and Committees of Council	7
10.	NEXT MEETING DATE – January 28, 2012	7
11.	ADJOURNMENT	7

1. CALL TO ORDER

The Chair called the meeting to order at 10:03 a.m. in Halifax Hall, Halifax City Hall.

2. APPROVAL OF MINUTES – October 22, 2012

MOVED by Councillor Walker, seconded by Councillor Karsten that the minutes of October 22, 2012 be approved as presented. MOTION PUT AND PASSED.

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

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

Additions:

- 8.4 Citizen Appointment to Design and Review Committee**
- 8.5 CAO Review Committee – Councillor Walker**
- 8.6 Councillors appointments to committees for discussion – Councillor Walker**

4. BUSINESS ARISING OUT OF THE MINUTES – NONE

5. CONSIDERATION OF DEFERRED BUSINESS – NONE

6. CORRESPONDENCE, PETITIONS & DELEGATIONS – NONE

7. REPORTS

7.1 Staff

7.1.1 Report from Human Resources

The Semi-Annual HR Reporting report dated November 30, 2012 and the Annual Reporting – Settlement Policy report dated November 30, 2012 were before the committee.

Cathi Mullally, Director Human Resources, provided Councillors a presentation based on the reports.

She highlighted retirement and succession management in the Settlement policy.

Councillor Mosher expressed her appreciation that Human Resources presented and would like this to continue. She looks forward to a focus on labour issues and would like to see information on overtime.

Cathi Mullally, Director Human Resources, spoke to the Semi-Annual HR Reporting report.

Ms. Mullally provided a presentation for this report and noted they will focus on trends.

Some of the topics Ms. Mullally covered include unionization; health and safety; employee attendance; among others. She notes her data does not include Fire and Police as they are not under her purview.

Regarding sick leave, Ms. Mullally notes HRM is below the national average.

Responding to the Mayor and Councillor Whitman, Ms. Mullally explains the process for sick leave. Employees are not paid out for unused sick days at their departure, and sick days used by employees may be re-accrued over time after use.

Ms. Mullally notes that employees absent for more than five days require a more formal explanation. She further notes the 18 annual allotted sick days are the same for union and non-union employees.

Councillor Mosher questioned sick days being considered an entitlement. Ms. Mullally responded by indicating HR is reviewing this issue and taking direction from the CAO.

With respect to grievances, Ms. Mullally noted they fluctuate from year to year. She further noted HR is currently negotiating with three unions.

The Mayor noted he needs to be able to benchmark with data trends overtime and Ms. Mullally stated they intend to do this and will provide comparative data, quarter by quarter. Comparing between provinces is challenging based on the nature of grievances.

Councillor Karsten noted his appreciation for the presentation and indicated his preference to have more comparative data. He stated HRM is progressing well with respect to absenteeism, despite perception to the contrary. He asked what HR's goals are.

The CAO responded by indicating we would like to take the numbers down further and it's not good enough to simply be better than the average.

Councillor Mosher indicated she would like to have this information presented to the Audit and Finance Committee as an Information Item in the future.

Greg Keefe, Director of Finance, noted we are 1% below last year with respect to overtime.

8. ADDED ITEMS

8.1 Election of Executive Standing Committee Vice Chair

MOVED by Councillor Walker, seconded by Deputy Mayor Rankin that Councillor Linda Mosher be elected Vice Chair of the Executive Standing Committee.

MOTION PUT AND PASSED.

On another matter, Councillor Karsten was appointed to the Appeals Standing Committee.

8.2 Councillors' Office Funding Re-instatement

The information report, Support Models for Council, dated March 23, 2012, was before the Committee.

Councillor Mosher provided background on this item.

MOVED by Councillor Mosher, seconded by Councillor Whitman that the total funding allocation for Councillor advertisement remain the same, be reinstated and divided amongst the 16 Councillors.

The CAO indicated that this item must go before the Audit and Finance Standing Committee and he will consider this item.

Councillors noted the financial constraints they are currently under and would like this funding returned. The total allocation for advertisements should be divided among the sixteen Councillors.

MOTION PUT AND PASSED.

8.3 2013 Meeting Schedule

The draft 2013 Executive Standing Committee meeting schedule was before the committee.

Members agreed on this schedule.

A discussion ensued about the process for approving schedules for Council boards and committees. Councillors noted that, in the past, schedules have been vetted by the Executive Standing Committee before reaching Council.

The CAO suggested schedules should be vetted before going to Council.

Councillor Karsten indicated research should be done on past practice and the Legislative Assistant agreed to return with this information.

MOVED by Councillor Karsten, seconded by Councillor Walker that all Board and Committee meeting schedules pertaining to Councillors be vetted through the Executive Standing Committee before arriving at Regional Council for approval.

MOTION PUT AND PASSED.

8.4 Citizen Appointment to Design and Review Committee

This item was dealt with In Camera.

8.5 CAO Review Committee

Councillor Walker indicated there was a sub-committee of the Executive Standing Committee, consisting of five members, which review the CAO. The sub-committee met four times per year and he would like meetings to begin in January.

The item was deferred to the next meeting and the Legislative Assistant committed to investigate this and report back.

8.6 Councillor Appointments to Committees

Councillor Walker indicates that Councillor appointments to committees should have been vetted through the Executive Standing Committee. This process did not take place and as a result checks and balances were missed.

It is within the mandate of the Executive Standing Committee for committee appointments to be vetted through this committee.

Councillor Whitman indicated his support for this.

Councillor Mosher noted that committee membership is unbalanced, and had the appointments been vetted by the Executive Standing Committee, this would not have been the case.

MOVED by Councillor Walker, seconded by Councillor Whitman that the Terms of Reference for the Executive Standing Committee be amended to have all committee appointments be vetted through the Executive Standing Committee before arriving at Regional Council for approval.

MOTION PUT AND PASSED.

The Legislative Assistant will conduct research and come back to the committee with information on this point.

9. IN CAMERA

9.1 In Camera Minutes – October 22, 2012

This matter was dealt with In Camera.

9.2 Personnel Matter - Nominations to Boards and Committees of Council

This matter was dealt with In Camera.

10. NEXT MEETING DATE – January 28, 2012

11. ADJOURNMENT

The meeting was adjourned at 11:38 p.m.

Matt Godwin
Legislative Assistant