



TO: Mayor Kelly and Members of Halifax Regional Council

SUBMITTED BY: Betty MacDonald
Betty MacDonald, General Manager, Governance & Strategic Initiatives

DATE: January 8, 2003

SUBJECT: Special Projects Coordinator, Mayor's Office

INFORMATION REPORT

ORIGIN

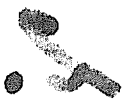
Councillor Rankin requested an information report at the December 17th Regional Council meeting on the establishment of an Intergovernmental Affairs Coordinator, Mayor's Office.

BACKGROUND

The Mayor's Office has reviewed its staffing requirements in light of recent staff changes (two retirements and one promotion) and has made revisions to an existing position to meet a need in the office. The position was originally titled Assistant to the Mayor. In light of increased workload with respect to intergovernmental events and initiatives (Big City Mayors, Atlantic Mayors Congress), the title was changed to Intergovernmental Affairs Coordinator. Concerns were raised as to the appropriateness of this title, and a review was undertaken of the intentions and breadth of the job. The review found the title too restrictive in what it implied as to the activities of the job and the title was changed to Special Projects Coordinator.

DISCUSSION

The main duties of the position, as described in the job description, entail quality service to the Mayor in the areas of research, collection and analysis of information, communication, project management, planning and report preparation. The position will deal with a number of issues, including ones that are intergovernmental in nature, such as the Big City Mayors and the Atlantic



Mayors Congress, as well as ongoing issues. The individual will work closely with the Coordinator of Mayor's Support.

All HRM employees are accountable to the organization and to the CAO. They must follow HRM policy and processes. This applies to the Special Projects Coordinator.

To better coordinate the work of the offices under General Government (CAO/DCAO offices; Clerk's office, and Mayor and Councillors' support offices), regular meetings will be held with the respective coordinators and managers, generally on a biweekly basis, under the direction of the General Manager, Governance and Strategic Issues. The Special Projects Coordinator will be a participant in these meetings.

The hiring process for this position included a review of all applicants by representatives from Human Resources, the Mayor's Office and the CAO's office. The first phase of the process was an interview with representatives from the Mayor's office, the CAO's office and the Councillor's Office. The interview included a written assignment, where the applicant was given one hour to respond to three tasks, indicative of the work expected of the position. The second phase of the process included interviews with the Mayor and two members of the interview panel, and reference checks. Key competencies required were knowledge, business mindedness, initiative and information seeking, communication, impact and influence, organizational awareness, thinking and problem-solving, and valuing diversity. The individual is expected to have a post secondary degree or diploma, or suitable combination of education and experience, and three years experience in administration preferably in a political environment.

Additional copies of this report, and information on its status, can be obtained by contacting the Office of the Municipal Clerk at 490-4210, or Fax 490-4208.

Report Prepared by: Betty MacDonald, GM Governance and Strategic Initiatives, 490-4769



HALIFAX REGIONAL COUNCIL MEETING

Date of Council Meeting: Jan. 14/03
6:00 p.m.

Mayor / Councillor		Attendance
1.	Councillor Steve Streach	✓
2.	Councillor Gary Hines	✓
3.	Councillor Keith Colwell	✓
4.	Councillor Ron Cooper	✓
5.	Deputy Mayor Harry McInroy	✓
6.	Councillor Brian Warshick	✓
7.	Councillor Condo Sarto	✓
8.	Councillor Bruce Hetherington	✓
9.	Councillor Jim Smith	✓
10.	Councillor John Cunningham	✓
11.	Councillor Jerry S. Blumenthal	✓
12.	Councillor Dawn M. Sloane	✓
13.	Councillor Sue Uteck	
14.	Councillor Sheila Fougere	✓
15.	Councillor Russell Walker	✓
16.	Councillor Diana Whalen	✓
17.	Councillor Linda Mosher	✓
18.	Councillor Stephen D. Adams	Requests.
19.	Councillor Brad Johns	✓
20.	Councillor Robert P. Harvey	✓
21.	Councillor Len Goucher	✓
22.	Councillor Reg Rankin	✓
23.	Councillor Gary G. Meade	✓
24.	Mayor Peter J. Kelly	✓

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