

Re: Item No. 7

LEGAL & LEGISLATIVE SERVICES

2021/22 Budget & Business Plan
Committee of the Whole on Budget
February 3, 2021



MISSION

To provide high quality professional services to the municipality in keeping with HRM's core values and Council priorities.

SERVICE AREAS

Legal Services – John Traves, Q.C., Executive Director

Supports Regional Council, its boards, commissions, committees and the business units with solicitor, litigation, and prosecution services.

Office of the Municipal Clerk – Iain MacLean, Municipal Clerk

Provides administrative support and meeting coordination to Regional Council, Community Council and Council's standing committees. Ensures transparent access to local government and maintains the integrity of the municipality's records.

Risk & Insurance Services – Joel Plater, Manager

Responsible for insurance claims brought against or made on behalf of HRM, risk management processes, and insurance coverage.

ABOUT US

IPROCESSED FOIPOP REQUESTS IN 2020

685

ESTIMATED NUMBER OF REPORTS
REVIEWED BY LEGAL SERVICES IN 2020

400

ESTIMATED NUMBER OF CLAIMS PROCESSED
IN 2020

1320

APPROXIMATE NUMBER OF MEETINGS
SUPPORTED BY THE CLERK'S OFFICE IN
2019/2020

250

SUCCESSSES



Successful completion of the 2020 Municipal Election – highest voter turnout since 2004



Municipal Records & Retention Plan revision completed and rolled out to staff



With assistance of ICT, transition to virtual Council meetings, expanded to include web streaming and broadcast services for improved public engagement



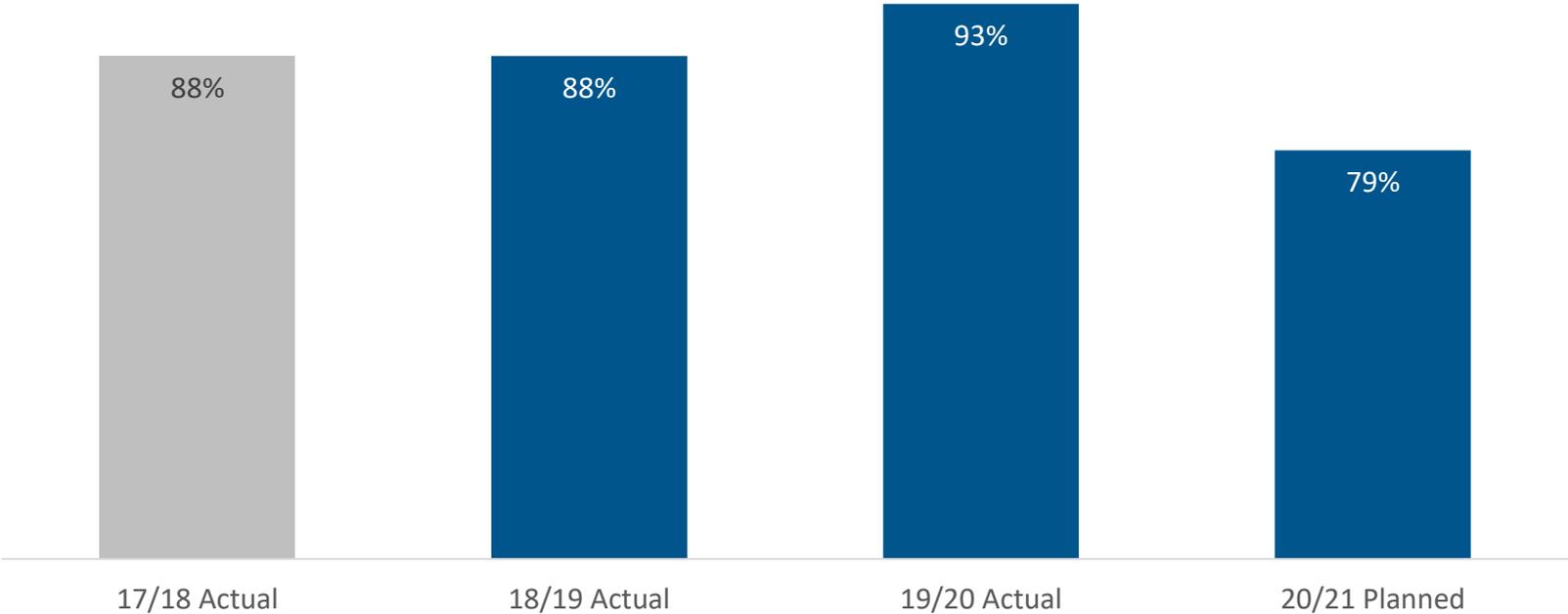
CURRENT & PLANNED INITIATIVES

2021/22

- Transfer of Enterprise Risk Management to Risk & Insurance Services from Corporate Planning Office to support the Risk Management Framework strategic initiative
- Legal Services will review the Councillor's Code of Conduct in an effort to fairly and effectively deal with public and councillor complaints
- Develop a Municipal Elections staff handbook documenting processes and procedures, using lessons learned from 2020 election
- Access & Privacy and Corporate Information Management will investigate new virtual learning technologies for the delivery of updated education and training programs on behalf of the Clerk's Office

KEY PERFORMANCE INDICATORS

REGULAR FREEDOM OF INFORMATION REQUESTS HANDLED WITHIN 30 DAYS



OPERATING BUDGET

SERVICE AREA OVERVIEW

Service Area	2019/20 Actual	2020/21 March Budget	2020/21 June Budget	2020/21 Projections	2021/22 Budget	2021/22 Δ 20/21 June Budget	June Budget Δ %	March Budget Δ %
Director's Office	\$ 464,227	\$ 454,400	\$ 454,400	\$ 456,500	\$ 472,800	\$ 18,400	4.0	4.0
Legal Services	3,621,280	4,197,600	3,716,200	3,701,400	4,397,100	680,900	18.3	4.8
Office of the Municipal Clerk	2,416,041	3,087,600	2,978,100	2,948,450	3,157,500	179,400	6.0	2.3
Risk & Insurance Services	562,451	682,000	670,500	670,500	672,600	2,100	0.3	(1.4)
Net Total	\$ 7,063,999	\$ 8,421,600	\$ 7,819,200	\$ 7,776,850	\$ 8,700,000	\$ 880,800	11.3	3.3

Note: "March Budget" is the pre COVID budget presented to Council and was not adopted. "June Budget" is the recast budget for COVID that Regional Council approved as the 2020/21 budget.

OPERATING BUDGET

OVERVIEW

Summary of Expenditures & Revenue								
Expenditures	2019/20 Actual	2020/21 March Budget	2020/21 June Budget	2020/21 Projections	2021/22 Budget	2021/22 Δ 2020/21 June Budget	June Budget Δ %	March Budget Δ %
Compensation and Benefits	\$ 6,420,476	\$ 7,271,900	\$ 7,031,300	\$ 6,968,000	\$ 7,408,800	\$ 377,500	5.4	1.9
Office	156,449	543,900	530,100	532,200	116,900	(413,200)	(77.9)	(78.5)
External Services	447,669	1,573,900	1,468,100	1,451,700	355,900	(1,112,200)	(75.8)	(77.4)
Supplies	3,441	8,400	8,400	6,550	7,800	(600)	(7.1)	(7.1)
Materials	90	-	-	-	-	-	-	-
Building Costs	-	21,600	21,600	21,600	-	(21,600)	(100.0)	(100.0)
Equipment & Communications	4,978	120,400	120,400	120,600	3,500	(116,900)	(97.1)	(97.1)
Vehicle Expense	397	-	-	-	-	-	-	-
Other Goods & Services	329,569	558,700	509,700	520,100	314,600	(195,100)	(38.3)	(43.7)
Interdepartmental	(162,282)	(33,700)	(76,200)	(33,700)	11,200	87,400	(114.7)	(133.2)
Other Fiscal	222,143	(1,395,000)	(1,395,000)	(1,391,000)	740,000	2,135,000	(153.0)	(153.0)
Total Expenditures	7,422,930	8,670,100	8,218,400	8,196,050	8,958,700	740,300	9.0	3.3

Revenues	2019/20 Actual	2020/21 March Budget	2020/21 June Budget	2020/21 Projections	2021/22 Budget	2021/22 Δ 20/21 June Budget	June Budget Δ %	March Budget Δ %
Fee Revenues	\$ (209,335)	\$ (196,700)	\$ (196,700)	\$ (196,700)	\$ (204,200)	\$ (7,500)	3.8	3.8
Other Revenue	(149,596)	(51,800)	(202,500)	(222,500)	(54,500)	148,000	(73.1)	5.2
Total Revenues	(358,931)	(248,500)	(399,200)	(419,200)	(258,700)	140,500	(35.2)	4.1
Net Total	\$ 7,063,999	\$ 8,421,600	\$ 7,819,200	\$ 7,776,850	\$ 8,700,000	\$ 880,800	11.3	3.3

OPERATING BUDGET

STAFF COUNTS

Full Time Equivalent	2020/21 Approved	2021/22 Planned Change (+/-)	2021/22 Planned
Full Time	67.6	+3.0	70.6
Seasonal, Casual and Term	5.1	-0.3	4.8
Total	72.7	2.7	75.4

Full Time Equivalent – *Includes full, part-time, and permanent positions - calculated value based on the normal working hours of each position.*

Full-Time changes, approved by the CAO in 2020-2021 include two new administrative positions for Access & Privacy and one full time Senior Digital Information Management Analyst in Corporate Information Management (Records Centre) as part of the corporate Enterprise Content Records Management solution . Funding is already in place for the 2021-2022 fiscal year – no additional funding or positions are being requested.

OPERATING BUDGET

SUMMARY OF CHANGES

Change Description / Service Impact	Amount
Approved 2020/21 (June) Budget	\$ 7,819,200
Compensation Changes:	
New Positions and Salary Adjustments	751,900
Other Budget Adjustments:	
Increase for Election (transfer from reserves)	176,200
Increase for COVID 19 related costs	29,200
Miscellaneous adjustments	9,400
Adjustment to Balance	(85,900)
Total Proposed Changes	\$ 880,800
Proposed 2021/22 Budget	\$ 8,700,000

OPERATING BUDGET - INSURANCE

INSURANCE PREMIUMS

Insurance Premiums	2019/20	2020/21
To Insurer	\$2,638,001	\$3,816,690

- Increase of 45% from 2019/20 to 2021/22
- Approximately 25% recovered from Halifax Water
- 97% increase in premiums for general liability and errors & omissions coverage
- Funding for insurance is held in Fiscal

OPERATING BUDGET - INSURANCE

SUCCESS FACTORS

1. CCTV on Transit and in facilities to verify claims
2. Telemetry on vehicles
3. In-house legal team that has the knowledge and experience to act on HRM's behalf, especially for claims unique to municipalities
4. An imbedded trained and dedicated Risk team – involved from the ground up

OPERATING BUDGET

PRESSURES

Options Description/ Service Impact	One-time/ On-Going	2021/22 Amount
Increase in outside legal costs	On-going	unknown
Overtime – Clerk’s Office due to resources required to run virtual meetings/ anticipated public engagement	One-time	\$30,000
Total Proposed Increases		\$30,000+

Thank you