

Re: Item No. 6

LEGAL & LEGISLATIVE SERVICES

2022/23 Budget & Business Plan
Committee of the Whole on Budget
February 4, 2022



MISSION

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

SERVICE AREAS

Legal Services – John Traves, Q.C., Municipal Solicitor & 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 the municipality, enterprise and operational risk management processes, and insurance coverage.

ABOUT US

PROJECTED FOIPOP REQUESTS IN
2021/22

1361

ESTIMATED NUMBER OF REPORTS
REVIEWED BY LEGAL SERVICES IN
2021/22

400

ESTIMATED NUMBER OF CLAIMS
PROCESSED IN 2021/22

1750

APPROXIMATE NUMBER OF MEETINGS
SUPPORTED BY THE CLERK'S OFFICE IN
2021

290

SUCCESSSES



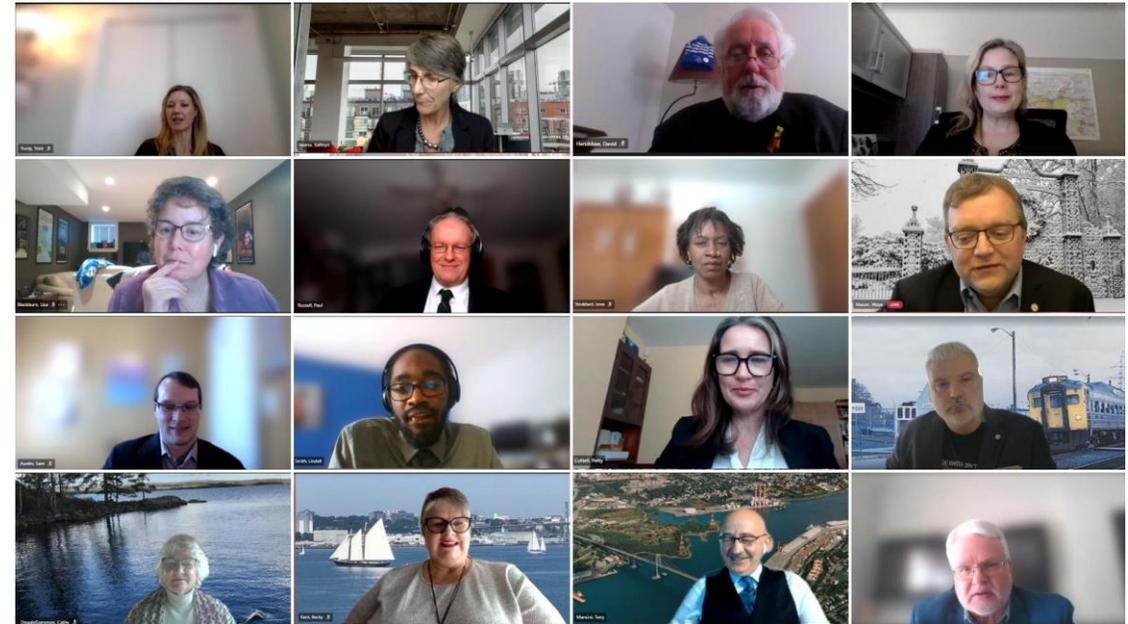
Webcasted 82 per cent of meetings supported by the Municipal Clerk's Office (234/290)



Transitioned from Microsoft Teams to Zoom for virtual Council meetings, including web streaming and broadcast services for improved public engagement



Increased public engagement with the Municipal Archives by launching an e-newsletter and doubling social media output



SUCCESSSES



Municipal Records Centre worked closely with business units to assist with office moves – accepted 650+ boxes of records for Legal Services and actively working with Planning & Development for their upcoming move



During the spring work-from-home order, Access & Privacy, Risk & Insurance Services and Legal Services all moved to new office spaces



CURRENT & PLANNED INITIATIVES

ADMINISTRATIVE PRIORITIES

RESPONSIBLE ADMINISTRATION – WELL MANAGED

- Risk Management Framework

SERVICE EXCELLENCE

- Review of Board Support, Training & Recruitment
- Implement Meeting Management Technology
- Implement Software/Automation Tool for Access & Privacy

CURRENT & PLANNED INITIATIVES

COUNCIL PRIORITIES

COMMUNITIES

- Diversity on Boards & Committees (continued from 2021/22)

A SEAT AT

THE TABLE

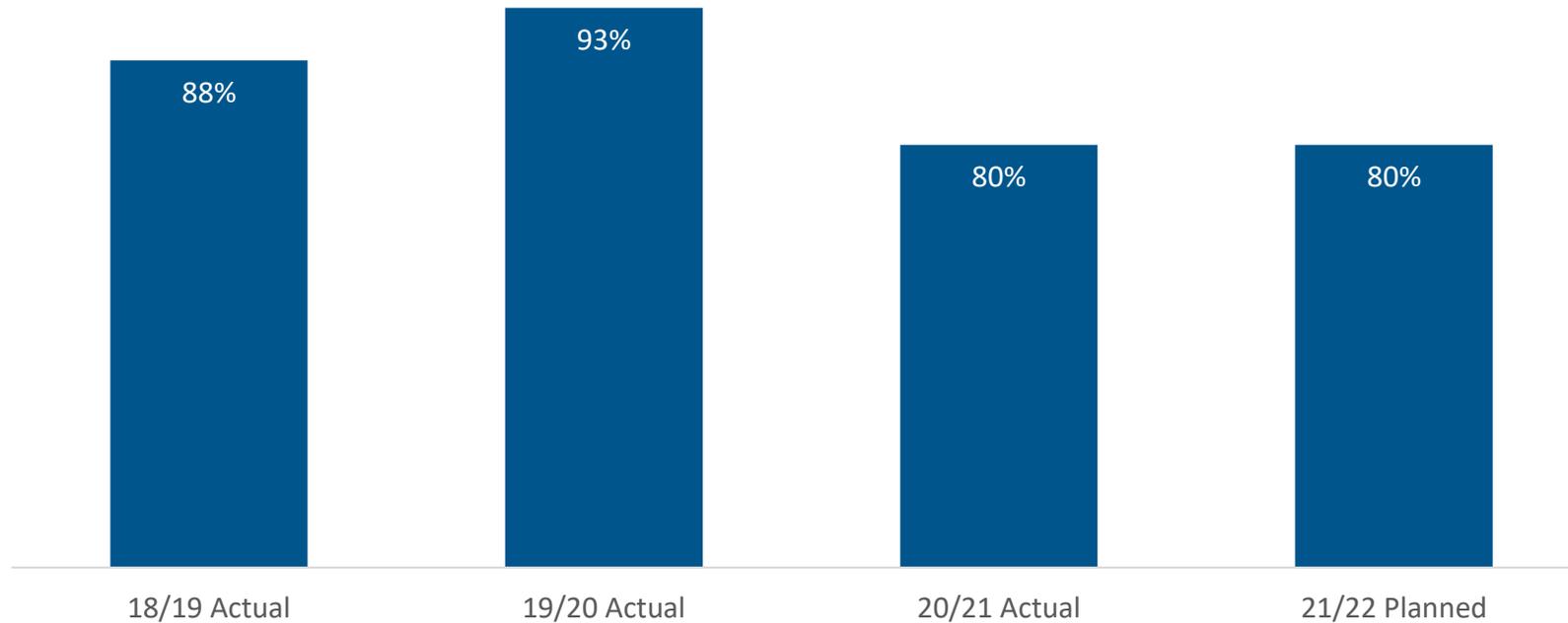
HALIFAX

CURRENT & PLANNED INITIATIVES

- Legal & Legislative Services will provide support to the municipality's business units with respect to the HalifACT initiative in several areas, including legal advice and meeting support through the Clerk's Office

KEY PERFORMANCE INDICATORS

REGULAR FREEDOM OF INFORMATION REQUESTS HANDLED WITHIN 30 DAYS



OPERATING BUDGET

SERVICE AREA OVERVIEW

| Service Area | 2020/21 | 2021/22 | 2021/22 | 2022/23 | | |
|-------------------------------|---------------------|---------------------|---------------------|---------------------|--------------------|--------------|
| | Actual | Budget | Projections | Budget | Δ 21/22 Budget | Δ % |
| Director's Office | \$ 478,570 | \$ 472,800 | \$ 472,800 | \$ 513,000 | \$ 40,200 | 8.5 |
| Legal Services | 3,645,847 | 4,397,100 | 4,287,000 | 4,838,300 | 441,200 | 10.0 |
| Office of the Municipal Clerk | 2,884,101 | 3,157,500 | 3,099,560 | 2,619,700 | (537,800) | (17.0) |
| Risk & Insurance Services | 608,263 | 672,600 | 694,600 | 709,000 | 36,400 | 5.4 |
| Net Total | \$ 7,616,782 | \$ 8,700,000 | \$ 8,553,960 | \$ 8,680,000 | \$ (20,000) | (0.2) |

OPERATING BUDGET

OVERVIEW

| Expenditures | 2020/21 | 2021/22 | 2021/22 | 2022/23 | | |
|----------------------------|------------------|------------------|------------------|------------------|-----------------|--------------|
| | Actual | Budget | Projections | Budget | Δ 21/22 Budget | Δ % |
| Compensation and Benefits | \$ 6,884,591 | \$ 7,408,800 | \$ 7,229,300 | \$ 8,126,800 | \$ 718,000 | 9.7 |
| Office | 472,481 | 116,900 | 180,650 | 115,400 | (1,500) | (1.3) |
| External Services | 1,534,543 | 355,900 | 321,400 | 443,900 | 88,000 | 24.7 |
| Supplies | 18,157 | 7,800 | 7,010 | 3,800 | (4,000) | (51.3) |
| Building Costs | 1,242 | - | - | - | - | - |
| Equipment & Communications | 1,470 | 3,500 | 4,000 | 3,000 | (500) | (14.3) |
| Vehicle Expense | 5,590 | - | - | - | - | - |
| Other Goods & Services | 374,655 | 314,600 | 338,600 | 344,600 | 30,000 | 9.5 |
| Interdepartmental | 14,706 | 11,200 | 4,200 | 11,200 | - | - |
| Other Fiscal | (1,195,459) | 740,000 | 742,000 | (110,000) | (850,000) | (114.9) |
| Total Expenditures | 8,111,977 | 8,958,700 | 8,827,160 | 8,938,700 | (20,000) | (0.2) |

| Revenues | 2020/21 | 2021/22 | 2021/22 | 2022/23 | | |
|-----------------------|---------------------|---------------------|---------------------|---------------------|--------------------|--------------|
| | Actual | Budget | Projections | Budget | Δ 21/22 Budget | Δ % |
| Fee Revenues | \$ (217,612) | \$ (204,200) | \$ (193,100) | \$ (204,200) | \$ - | - |
| Other Revenue | (277,584) | (54,500) | (80,100) | (54,500) | - | - |
| Total Revenues | (495,196) | (258,700) | (273,200) | (258,700) | - | - |
| Net Total | \$ 7,616,782 | \$ 8,700,000 | \$ 8,553,960 | \$ 8,680,000 | \$ (20,000) | (0.2) |

OPERATING BUDGET

STAFF COUNTS

| Full Time Equivalent | 2021/22 Budget FTE | Transfers (+/-) | Changes (+/-) | 2022/23 Budget FTE | \$ Budget Change |
|----------------------|-----------------------|--------------------|------------------|-----------------------|---------------------|
| Operating | 75.4 | - | 1.8 | 77.2 | 164,400 |
| Capital | - | - | - | - | N/A |
| Total | 75.4 | - | 1.8 | 77.2 | \$ 164,400 |

Summary of Changes

- One additional Solicitor was provided for in the April 22, 2021, approved motion of Council for the staffing resource plan funding, primarily to support HalifACT and Planning initiatives; and the 0.8 is an intern position which is currently funded from the corporate Bridging the Gap Program

OPERATING BUDGET

SUMMARY OF CHANGES

| Change Description / Service Impact | Amount |
|---|---------------------|
| Approved 2021/22 Budget | \$ 8,700,000 |
| Compensation Changes: | |
| New Positions and Salary Adjustments (Including 1.0 new FTE) | 614,400 |
| Reduction in Vacancy Management | 103,600 |
| Other Budget Adjustments: | |
| Election Reserve - Transfer from Legal to Fiscal | (750,000) |
| Legal funded through Reserve - Boundaries Review | 100,000 |
| Legal Funded through Reserve - Boundaries Review (Reserve Withdrawal) | (100,000) |
| Increase to electronic legal research tools | 30,000 |
| Miscellaneous adjustments to balance | (18,000) |
| Total Changes | \$ (20,000) |
| 2022/23 Budget | \$ 8,680,000 |

OPERATING BUDGET

OPTIONS OVER BUDGET

| Options Description / Service Impact | One-time / On-Going | 2022/23 Amount |
|--|----------------------------|-----------------------|
| Convert one part-time position within the Clerk's Office to a full time position to support Board and Committee recruitment. | On-going | 50,000 |
| Total Proposed Increases / Revenue Decreases | | \$ 50,000 |

Fall 2021 Board & Committee Recruitment Statistics

| | Vacancies | Applicants | # of Applications to Process | Self-Identified |
|--------|------------------|-------------------|-------------------------------------|------------------------|
| Totals | 80 | 218 | 395 | 95 |

OPERATING BUDGET

FINANCIAL RISKS

| Risk Details | One-time / On-Going | 2022/23 Amount |
|--|--------------------------------|---------------------------|
| Potential for the increase in insurance premiums to exceed budgeted increase by 15% (budget in Fiscal Services). | On-going | 550,000 |
| Total Risk | | \$ 550,000 |

