



**EXECUTIVE STANDING COMMITTEE  
MINUTES  
October 24, 2022**

PRESENT: Mayor Mike Savage, Chair  
Deputy Mayor Lovelace, Vice Chair  
Councillor David Hendsbee  
Councillor Waye Mason  
Councillor Kathryn Morse  
Councillor Lisa Blackburn  
Councillor Paul Russell

STAFF: Jacques Dubé, Chief Administrative Officer  
John Traves, Municipal Solicitor  
Krista Vining, Acting Deputy Clerk  
Catie Campbell, Legislative Assistant

*The following does not represent a verbatim record of the proceedings of this meeting.*

*The agenda, reports, supporting documents, information items circulated, and video (if available) are online at [halifax.ca](http://halifax.ca).*

*The meeting was called to order at 10:01 a.m., and recessed at 10:38 a.m. The Standing Committee reconvened at 10:44 a.m. The Standing Committee moved into an In Camera (In Private) session at 10:47 a.m. and reconvened at 11:00 a.m. The Standing Committee adjourned at 11:03 a.m.*

**1. CALL TO ORDER AND LAND ACKNOWLEDGEMENT**

The Chair called the meeting to order at 10:01 a.m. and acknowledged that the meeting took place in the traditional and ancestral territory of the Mi'kmaq people, and that we are all treaty people.

**2. APPROVAL OF MINUTES – August 22, 2022**

MOVED by Councillor Russell, seconded by Councillor Mason

**THAT the minutes of August 22, 2022 be approved as circulated.**

**MOTION PUT AND PASSED.**

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

Additions: None

Deletions: None

MOVED by Deputy Mayor Lovelace seconded by Councillor Morse

**THAT the agenda be approved as presented.**

**MOTION PUT AND PASSED.**

**4. BUSINESS ARISING OUT OF THE MINUTES – NONE**

**5. CALL FOR DECLARATION OF CONFLICT OF INTERESTS – NONE**

**6. MOTIONS OF RECONSIDERATION – NONE**

**7. MOTIONS OF RESCISSION – NONE**

**8. CONSIDERATION OF DEFERRED BUSINESS – NONE**

**9. NOTICES OF TABLED MATTERS – NONE**

**10. CORRESPONDENCE, PETITIONS & DELEGATIONS**

**10.1 Correspondence – None**

**10.2 Petitions – None**

**10.3 Presentation – None**

**11. INFORMATION ITEMS BROUGHT FORWARD – NONE**

**12. REPORTS**

**12.1 STAFF**

**12.1.1 Race and Gender Data and the Safety of Asian Women and Non-Binary People**

The following was before the Standing Committee:

- Staff recommendation report dated October 13, 2022

Amy Brierley, Program Coordinator, Safe City & Safe Public Spaces, Public Safety Office, Government Relations and External Affairs gave a presentation on Race and Gender Data and the Safety of Asian Women and Non-Binary People and responded to questions of clarification from the Standing Committee.

MOVED by Councillor Blackburn, seconded by Deputy Mayor Lovelace

THAT the Executive Standing Committee forward the staff information report dated October 13, 2022 to Regional Council for information.

**MOTION PUT AND PASSED.**

**12.1.2 2023 Halifax Regional Council Meeting Schedule**

The following was before the Standing Committee:

- Staff recommendation report dated August 31, 2022

MOVED by Councillor Deputy Mayor Lovelace, seconded by Councillor Mason

**THAT Executive Standing Committee recommend that Halifax Regional Council approve the proposed 2023 Regional Council meeting schedule as outlined in Attachment 1 of the staff report dated August 31, 2022.**

**MOTION PUT AND PASSED.**

**12.1.3 Councillor Expense Accounts Revision**

The following was before the Standing Committee:

- Staff recommendation report dated October 19, 2022

MOVED by Councillor Mason, seconded by Councillor Blackburn

**THAT the Executive Standing Committee recommend that Regional Council direct the Chief Administrative Officer to administer the proposed Councillor expense budget by:**

- 1. Combining the funds for the current budgets for advertising and promotion, out of town travel, conferences, and councillor newsletters (in the combined amount of \$248,000); and**
- 2. Commencing in fiscal year 2023-24, allocating the combined funds equally among the Councillors.**

Dave Harley, Director, Accounting & Financial Reporting responded to questions of clarification from the Standing Committee.

**MOTION PUT AND PASSED.**

**12.1.4 Annual Workforce Report 2021-22**

The following was before the Standing Committee:

- Staff information report dated August 5, 2022

MOVED by Councillor Russell, seconded by Councillor Blackburn

**THAT the Executive Standing Committee recommend that Halifax Regional Council direct the Chief Administrative Officer to:**

1. Prepare a supplemental report that includes:
  - a. The number of involuntary departures;
  - b. The turnover and retention rates;
  - c. Where turnover is defined as the number of hires in a period compared to the number of employees at the end of that period;
  - d. The new-hire turnover rate;
  - e. The number of both voluntary and involuntary departures;
  - f. The number of training programs offered, and which are mandatory;
  - g. The number of training sessions delivered, both mandatory and optional;
  - h. The number of mandatory training sessions that are still required to be take;
  - i. Where training classes are required as a matter of employment (for example with police, fire, and transit) the number of training classes and the number of new hires as a result;
  - j. The vacancy rate at the time that the report is created;
  - k. Average overtime per employee;
  - l. Average absenteeism per employee, total number of absent hours, the dollar value of that, and the prorated budget amount;
  - m. The number of safety incidents reported and the number of WCB claims filed;
  - n. Succession metrics for mid-level management positions and above, including the number of "Ready For" candidates and the number of "Ready in 2-4 year" candidates;
2. That this information is reported both across the organization and per business unit; and
3. That this information is included in future Annual Workforce Reports.

Caroline Blaire-Smith, Deputy Chief Administrative Officer, Corporate Services and John Traves, Municipal Solicitor responded to questions of clarification from the Standing Committee.

Councillor Mason proposed the motion be amendment as follows:

- Recommendation 1 read 'Include to the extent possible, information in future Annual Workplace Reports as it becomes available on.'
- Recommendation 1(c) be changed to a bullet point
- Include a new 1 (n) 'Progress update on the provision of information not yet available; and'
- Delete Recommendation 3

As provided for in section 53 (2) of Administrative Order One, *Respecting the Procedures of the Council*, the amendment was accepted as friendly.

The motion now read:

THAT the Executive Standing Committee recommend that Halifax Regional Council direct the Chief Administrative Officer to:

1. Include to the extent possible, information in future Annual Workplace Reports as it becomes available on:
  - a. The number of involuntary departures;
  - b. The turnover and retention rates;
    - Where turnover is defined as the number of hires in a period compared to the number of employees at the end of that period;
  - c. The new-hire turnover rate;
  - d. The number of both voluntary and involuntary departures;
  - e. The number of training programs offered, and which are mandatory;
  - f. The number of training sessions delivered, both mandatory and optional;
  - g. The number of mandatory training sessions that are still required to be take;
  - h. Where training classes are required as a matter of employment (for example with police, fire, and transit) the number of training classes and the number of new hires as a result;
  - i. The vacancy rate at the time that the report is created;
  - j. Average overtime per employee;
  - k. Average absenteeism per employee, total number of absent hours, the dollar value of that, and the prorated budget amount;
  - l. The number of safety incidents reported and the number of WCB claims filed;
  - m. Succession metrics for mid-level management positions and above, including the number of "Ready For" candidates and the number of "Ready in 2-4 year" candidates;
  - n. Progress update on the provision of information not yet available; and
2. That this information is reported both across the organization and per business unit.

**MOTION PUT AND PASSED.**

**12.3 MEMBERS OF STANDING COMMITTEE – NONE**

**13. MOTIONS – NONE**

**14. IN CAMERA (IN PRIVATE)**

MOVED by Councillor Russell, seconded by Deputy Mayor Lovelace

**THAT the Executive Standing Committee convene to In Camera (In Private) to discuss Items 14.1 and 14.2 - PERSONNEL MATTERS.**

**MOTION PUT AND PASSED.**

**14.1 PERSONNEL MATTER – Private and Confidential Report**

The following was before the Standing Committee:

- Private and confidential staff recommendation report dated September 15, 2022

This matter was dealt with In Camera (In Private) and ratified in public as follows:

MOVED by Councillor Mason, seconded by Councillor Blackburn

**THAT the Executive Standing Committee:**

- 1. Adopt the recommendations as outlined in the private and confidential staff report dated September 15, 2022; and**
- 2. Direct that the staff report dated September 15, 2022 be maintained as private and confidential.**

**MOTION PUT AND PASSED.**

**14.2 PERSONNEL MATTER – Private and Confidential Report**

The following was before the Standing Committee:

- Private and confidential staff recommendation report dated October 4, 2022

This matter was dealt with In Camera (In Private) and ratified in public as follows:

MOVED by Councillor Mason, seconded by Deputy Mayor Lovelace

**THAT the Executive Standing Committee:**

- 1. Adopt the recommendations as outlined in the private and confidential staff report dated October 4, 2022; and**
- 2. Direct that the staff report dated October 4, 2022 be maintained as private and confidential.**

**MOTION PUT AND PASSED.**

In Camera Information Items – None

**15. ADDED ITEMS**

**16. NOTICES OF MOTION – NONE**

**17. PUBLIC PARTICIPATION**

The Chair noted there were no registered speakers and called three times for any speakers present; there were none.

**18. DATE OF NEXT MEETING – November 28, 2022**

**19. ADJOURNMENT**

**Executive Standing Committee  
Minutes  
October 24, 2022**

The meeting adjourned at 11:03 a.m.

Catie Campbell  
Legislative Assistant