

LEGAL SERVICES AND RISK MANAGEMENT

Business Plan - 2008/09

Mission: *To provide legal and risk management services, support and counsel in a timely and effective manner to the Community, Council and Staff, to enable clients to comply with the law, make legally supportable decisions and to protect the assets of the municipality.*

Business Unit Overview:

This business unit has two main sections - Legal Services, and Risk and Insurance Services which provide support to the HRM initiatives and operations.

Director: **Mary Ellen Donovan**

Legal Services
Mary Ellen Donovan,
B.SC., Dip. Engr.,
LL.B..

Legal Services functions to support Regional Council, its Boards and Committees and the Business Units in complying with all its legislative and legal requirements and preserving the assets of the municipality.

Insurance & Risk Management
Peter Ross, B. Comm,
MBA, CRM

Applies sound risk management processes to the identification, analysis, and mitigation of loss exposures to the HRM, with the understanding that acceptance of risk is required to operate effectively and efficiently. The goal of this group is to treat the risk assessed to the HRM by avoiding undue risk where possible, assigning risks to others where practical, diversify the risk where able, and for those risks retained by the HRM to work to reduce the frequency and the severity of any loss.

Summary of Business Unit Structure Changes:

No changes

Core Operations and Services provided:

Legal Services performs legal services including:

- Personal injury, regulatory negligence, property damage, construction claims, and general litigation;
- Planning appeals: hearings, agreements and advice;
- General contract negotiations and contract preparation;
- Labour and employment: arbitrations, labour relation board hearings, policy advice, and general advice;
- Prosecutions: provincial offences and bylaw offences;
- Solicitor services and advocacy through a combination of in-house and out-sourced services;

- Regulatory hearings including: power, telecommunications and natural gas hearings.
- Risk Management manages the risk portfolio including:
- The design and management of a program of self insurance, reserve funds and insurance coverage to fit the needs of HRM operations;
- Ongoing review and procurement and maintenance of optimum insurance coverage suitable to the needs of HRM;
- Determination of appropriate coverage limits, and self insurance levels;
- Ongoing review of contracts, leases, special events, to address risk exposures, administration of claims to achieve a reasonable resolution;
- Providing risk management advice, training and monitoring, particularly in the area of loss control, to all business units; and
- Claims management.

Permanent Full Time Equivalents (FTEs):

	2007/2008 Approved FTEs (April 1, 2007)	2008/2009 Approved FTEs (March 31, 2008)
Permanent FTEs	24	24

As a result of the 2008/9 Budget approval, 1 additional FTE will be added for the prosecution of summary offence tickets.

Financial Information:

Legal Services						
Summary of Budget by Business Unit Division						
	2006-2007	2007-2008	2007-2008	2008-2009	Change over	
	Actual	Budget	Actual Unaudited	Budget	Budget	%
Gross Budget	\$1,955,200	\$2,145,730	\$1,973,990	\$2,305,627	\$159,897	7.5%
Revenues	(\$104,403)	(\$71,000)	(\$92,040)	(\$71,000)	\$0	-0.0%
Net Budget						
Administration	0	0	0	0	0	-
Legal Services	1,791,087	2,069,030	1,878,060	2,232,727	163,697	7.9%
Insurance & Risk Management	527	5,700	3,880	1,900	(3,800)	-66.7%
Commonwealth Games	59,184	0	0	0	0	-
Net Cost	\$1,850,797	\$2,074,730	\$1,881,950	\$2,234,627	\$159,897	7.7%

Analysis of Operating Budget Changes:

Operating Budget Change Details	(\$000's)
2007/8 Budget	2,074.7
1. Compensation and Benefits - includes merit and experience increases	50.7
2. Office Costs (telephone, courier, office supplies, etc).	(5.6)
3. Professional Fees & Contract Services	(8.8)
4. Office Costs (telephone, courier, office supplies, etc).	(1.1)
5. Other Goods and Services (travel, training, Advertising)	16.8
6. Transfer to/from Reserve - Decrease in transfer from the Self Insurance Reserve (Q306) over 2007/08 due to lower projected costs in Insurance & Risk Management section	7.7
7. Additional resources for prosecution of summary offense tickets.	100.2
2008/09 Budget	<u>2,234.6</u>

Business Unit Goals (2008-11):

Strategic Goals	
Strategic Goal 1:	Improved Bylaw Enforcement Services
Strategic Goal 2:	Improved Service Delivery
Strategic Goal 3:	Development of New Governance Legislation
Strategic Goal 4:	Risk Management Within the Organization
Operational Goals	
Operational Goal 1:	Development of a File Management System
Operational Goal 2:	Explore Municipal Court Initiative Goal
Operational Goal 3:	Support 2011 Canada Winter Games Initiative
Operational Goal 4:	Electronic Summary Offence Ticket Project
Operational Goal 5:	Improve/develop risk management information system

Service Level Changes
Business Unit: Legal Services and Risk Management
<u>Increases In Services / new initiatives:</u> <ul style="list-style-type: none">• Electronic Voting• Municipal Charter• Canada Games• Cat Bylaw• Increases prosecutions, increase Court appearances. (The number of cases dealt by the court each week will double in Aug. and have an affect on workload)• Union contracts negotiations preparations.
<u>Decreases In Services / Operational Pressures:</u> <ul style="list-style-type: none">• non anticipated
<u>Expected Services Not Being Delivered:</u> <ul style="list-style-type: none">• non anticipated
<u>FTEs:</u> (projected incremental FTEs / changes to FTEs (e.g. temporary to permanent)). <ul style="list-style-type: none">• 1 additional FTE for prosecution of summary offence tickets.