



**AUDIT AND FINANCE STANDING COMMITTEE
DRAFT MINUTES
October 9, 2024**

PRESENT: Councillor Paul Russell, Chair
Councillor Cathy Deagle Gammon, Vice Chair
Councillor David Hendsbee
Councillor Shawn Cleary
Councillor Iona Stoddard
Mayor Mike Savage, Ex-Officio

REGRETS: Councillor Pam Lovelace

STAFF: Jerry Blackwood, Executive Director of Finance and Asset
Management/Chief Financial Officer
Josh Judah, Solicitor
Dorothy Maponga, Legislative Assistant
Olawumi Odeyinka-Apantaku, Legislative Assistant

These minutes are considered draft and will require approval by Audit and Finance Standing Committee at a future meeting.

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.

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**Audit and Finance Standing Committee
Draft Minutes
October 9, 2024**

The meeting was called to order at 1:06 p.m. and the Standing Committee adjourned at 1:57 p.m.

1. CALL TO ORDER AND LAND ACKNOWLEDGEMENT

The Chair called the meeting to order at 1:06 p.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 – September 6 & September 25, 2024

MOVED by Councillor Hendsbee, seconded by Councillor Stoddard

THAT the minutes of September 6 & September 25, 2024 be approved as circulated.

MOTION PUT AND PASSED.

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

Additions:

- Item 16.1 - Action Plan – Enterprise Risk Management

Deletions: None

MOVED by Mayor Savage, seconded by Councillor Stoddard

THAT the agenda be approved as amended.

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. PUBLIC PARTICIPATION

The Chair noted there were no registered speakers.

12. INFORMATION ITEMS BROUGHT FORWARD – September 6, 2024

12.1 Councillor Hendsbee - Action Plan for the Management of Hiring Practices Audit

The following was before the Standing Committee:

- Staff report dated August 12, 2024
- Staff presentation dated October 9, 2024

Britt Wilson, Executive Director, Human Resources gave a presentation and responded to questions of clarification from the Standing Committee. Wilson spoke on the action plans' compliance with the hiring

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requirements of collective agreements, researching best practices for internal and external hires, and use of the internal appointment process. They noted that the Municipality was working with the Gardner Group to purchase a cooperation membership.

Wilson noted that self-identification during the hiring process was voluntary, and that training was being conducted for staff to improve their interview panel skills in every self-identified group.

Cathie O'Toole, Chief Administrative Officer noted that Human Resources reviewed all job descriptions and job descriptions for unionised positions would be developed in collaboration with the union based on their collective agreement. O'Toole spoke to the updated Code of Conduct for Municipal Employees which outlined what constituted a conflict of interest through the hiring process, and the Whistleblower Policy which replaced the CAO Hotline.

13. REPORTS

13.1 AUDITOR GENERAL - NONE

13.2 STAFF

13.2.1 Investment Activities - Quarter ending June 30 2024

The following was before the Standing Committee:

- Staff report dated September 18, 2024

MOVED by Mayor Savage, seconded by Councillor Cleary

THAT the Audit and Finance Standing Committee forward the staff report dated September 18, 2024 to Halifax Regional Council as an information item.

MOTION PUT AND PASSED.

13.3 GRANTS COMMITTEE - NONE

13.4 MEMBERS OF STANDING COMMITTEE – NONE

14. MOTIONS

15. IN CAMERA (IN PRIVATE)

15.1 In Camera (In Private) Minutes – September 25, 2024

This matter was dealt with in public.

MOVED by Deputy Mayor Deagle Gammon, seconded by Councillor Hendsbee

THAT the In Camera (In Private) minutes of September 25, 2024 be approved as circulated.

MOTION PUT AND PASSED.

16. ADDED ITEMS

16.1 Action Plan – Enterprise Risk Management

The following was before the Standing Committee:

- Staff report dated September 20, 2024

MOVED by Mayor Savage, seconded by Deputy Mayor Deagle Gammon

THAT the Audit and Finance Standing Committee recommend that Halifax Regional Council:

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- 1. approve the Action Plan contained within the discussion section of the staff report dated September 20, 2024 to update the Enterprise Risk Management process which includes Operational and Strategic risk frameworks to better identify, manage and mitigate the risks that may impact on the organization's ability to meet strategic objectives; and**
- 2. direct the Chief Administrative Officer to implement the Action Plan.**

Cathie O'Toole, Chief Administrative Officer, Joel Plater, Chief Risk Officer/Manager, Risk & Insurance and Jerry Blackwood, Executive Director of Finance and Asset Management/Chief Financial Officer responded to questions of clarification from the Standing Committee.

MOTION PUT AND PASSED.

17. NOTICES OF MOTION – NONE

18. DATE OF NEXT MEETING – December 11, 2024

19. ADJOURNMENT

The meeting adjourned at 1:57 p.m.

Olawumi Odeyinka-Apantaku
Legislative Assistant